

關於個人資料(私隱)條例的政策聲明

Policy Statement on Employment Related Data under Personal Data (Privacy) Ordinance [the Ordinance]

致： 各申請職位人士/員工

To: All employment applicants/employees

由： 香港房屋協會(房協)

From: Hong Kong Housing Society (HKHS)

1. 房協會就各類與僱傭項目相關的目的(「所述目的」)以合法及公平的方式收集,並持有、使用各申請職位人士、現職或已離職員工及/或彼等之親屬的資料。

HKHS collects by fair and lawful means, holds and uses personal data relating to its employment applicants, employees, ex-employees and/or their dependents for various employment related purposes (“the said purposes”).

「所述目的」包括下列例子：

Examples of the said purposes include:

- 處理職位申請；
processing of employment applications;
- 檢討及管理薪酬、福利；
salary and benefits review and administration;
- 考慮有關升職、培訓、調用、調職、事業發展或人力規劃事宜；
consideration for promotion, training, secondment, transfer, career development or manpower planning purposes;
- 證明/查核任職記錄；
conducting employment reference;
- 檢討人力資源政策及執行細則；
review of human resources policies and practices;
- 因遵守各項條例及法例要求而進行的工作；
activities in compliance with various Ordinance and legislative requirements;
- 其他與上述例子有關的目的。
Other related purposes.

2. 房協將按「所述目的」之需要,不時向各申請職位人士及員工收集資料;若未能向房協提供有關資料,將會導致房協無法完成「所述目的」。

Data required and collected by HKHS from its employment applicants and employees from time to time are necessary for the said purposes. Therefore, failure to supply the data will result in HKHS being unable to fulfill the said purposes.

3. 房協將就「所述目的」所收集及持有的資料保密,但於需要時,亦會將個人資料轉移或提供予:

Data collected and held by HKHS for the said purposes will be treated in strict confidence. However, personal data may be transferred or disclosed, when necessary, to:

- 任何代理人、承包商、顧問公司、在本港或海外提供與房協運作或業務相關的服務供應人,或任何對房協有保密責任的人士,例如稽核人員、醫務人員、信託公司、福利管理人、保險公司等;
any agent, contractor, consultant and third party service provider in Hong Kong or elsewhere who provide services to HKHS in connection with the operations or business of HKHS, or owe a duty of confidentiality to HKHS, e.g. external auditors, medical practitioners, trustees, benefits administrators, insurance companies;
- 法例要求下的有關政府部門/管理機構,例如稅務局、勞工署;
relevant Government departments/appropriate authorities as required by law, e.g. Inland Revenue Department, Labour Department;
- 資料當事人同意或有關法例/法院要求下的相關人士、公司及機構。
such other persons, firms or companies the disclosure to whom is consented to by the data subject or required by law or court order.

4. 根據條例規定,任何人士均可:

Under and in accordance with the terms of the Ordinance, any individual has the right to:

- 有權查詢房協是否持有其個人資料及查閱該等資料。房協會就處理任何查閱資料的要求收取合理費用;
check whether HKHS holds data about him/her and have access to such data (if any). A reasonable fee may be charged for the processing of such data access requests;
- 有權要求房協對其個人不準確的資料作出更正;
require HKHS to correct any data relating to him/her which is inaccurate; and
- 有權查悉房協對有關資料的政策及實務守則,並獲告知房協持有其個人資料的類別。
ascertain HKHS policies and practices in relation to personal data and be informed of the kind of personal data held by HKHS.

5. 資料保留政策:

Retention Policy:

- 在招聘過程中所收集之個人資料,將於求職者成功獲聘後用作其人事記錄及僱傭用途。

Personal data of successful applicants collected during the recruitment process will become part of their personnel records and will be used for employment purposes.

- 凡未予錄用者,房協將保留資料當事人的個人資料不超過 24 個月(由相關招聘過程結束之日期或以資料當事人向房協提交個人資料之日期計算)。期間房協如有職位空缺,我們或會將有關資料轉交相關部門以供考慮。房協將採取措施確保在良好保安情況下處置資料當事人的個人資料。

If application is unsuccessful the data subject's Personal Data will be retained by HKHS for a period of no more than 24 months counting from the latest of the date of ending of the relevant recruitment process or the date on which last provided HKHS with the data subject's Personal Data. When there are relevant vacancies within HKHS during that period, we may transfer selected applications to the relevant department for consideration of employment. HKHS take steps to ensure that the data subject's Personal Data is disposed of securely.

上述查詢可以書面向人力資源組提出。

Such requests should be made in writing and addressed to Human Resources Section.

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