

## **Hong Kong Tourism Board Personal Information Collection Statement Pertaining to Job Application**

This is to confirm that all particulars or information of personal data that you provide to the Hong Kong Tourism Board ("HKTB") for your job application are accurate to the best of your knowledge and belief. You understand that false information, intentional omissions, or misstatement may result in refusal of employment or termination subsequent to appointment.

The HKTB may, to the extent permitted by law, collect, use, process, transfer or disclose job applicants' personal information as required for those purposes necessary for the management and conduct of the recruitment process, appointment and other employment-related purposes in and outside of Hong Kong.

The personal data that the HKTB has collected may be transferred to the HKTB's affiliates locally and overseas; any court, tribunal, government department or regulatory authorities; and other companies engaged in contractual activities on the HKTB's behalf, such as external consultants or advisors on human resources matters. You hereby acknowledge and consent that any of your personal data collected or held by the HKTB may be used, processed, or transferred for recruitment, appointment and other employment-related purposes by the HKTB in and outside of Hong Kong for any of the purposes above.

You also acknowledge that the HKTB may conduct online public searches including websites which are relevant to the recruitment process such as LinkedIn or other similar professional networking sites. You understand that you will be requested to verify your personal information obtained by the HKTB through the online searches.

You hereby give your consent for the HKTB to contact the referees provided by you for reference checks.

The HKTB will keep your personal information only for as long as necessary to fulfill the purposes for which it is being collected. HKTB may retain archived personal information for a variety of human resources and general business management purposes. If your application for the current job is considered unsuccessful by the HKTB, you agree that the HKTB may continue to keep your application for six months for reference in case of other suitable job openings available during the said period. Thereafter, your application and personal information collected or held by the HKTB will be discarded. If your application for the current job is successful, you agree that your application and personal information will be transferred to the personnel file to be kept by the HKTB during the continuance of your employment and as long as necessary thereafter to fulfill the purposes as set out in the Employee's Handbook and the relevant Human Resources Policies & Procedures of the HKTB.

Under the Personal Data (Privacy) Ordinance, you understand that you have a right to request access to, and to request correction of, your personal data in relation to your job application. You understand that if you wish to exercise these rights, you need to obtain a "Personal Data Access Request Form" from (and submit the

completed form to) the Manager, Human Resources of the Human Resources Department via e-mail: HRPersonalData@hktb.com.

You understand that it is mandatory for you to provide your personal data. You understand that if you are unable to supply your personal data as requested, the HKTB may be unable to proceed with your job application or take other actions related to any recruitment, appointment or employment-related purposes.

By submitting your job application to the HKTB, you acknowledge that you have read, understood and accepted this Personal Information Collection Statement.