

在向扶康會（以下簡稱本機構）提供個人資料前，請細閱以下聲明。

本機構所收集的個人資料，將會用作招聘職位及員工僱用用途。請確保你所提供的個人資料是正確及完整，如果你所提供的資料不完整或錯誤，這將會直接影響你的職位申請或你受僱於扶康會的情況。

招聘

根據本機構的政策，求職者的資料將作招聘用途及絕對保密。求職者的個人資料會保留三個月，用作招聘活動，如三個月後未獲本機構聘用，其個人資料將會隨後銷毀。

僱用

若你已受僱於本機構，在有需要的情況下，你的個人資料將會轉交以下機構/人士：

- 扶康會內的有關人士；
- 為員工提供服務的機構；
- 任何有關政府部門及司法機構，在法例要求及指明用途和目的或授權的情況下。

本機構的政策是在員工離職後仍保留員工的部份個人資料七年，以處理前員工僱傭事務或履行法定責任。

你如欲根據《個人資料（私隱）條例》，要求查閱和/或更改你的個人資料，請按以下方式將你的要求呈交本機構人力資源部辦理。

- 1) 職位申請者 - 以書面方式郵寄至本機構人力資源部（地址：九龍深水埗樂年花園保安道2號A地下）
- 2) 員工 - 填妥本機構的表格“查閱員工資料申請表” / “員工狀況更改表”

Personal Information Collection Statement - Recruitment & Employment

Please read this statement carefully before you provide any personal data to the Fu Hong Society.

The personal data collected by Fu Hong Society will be use for purpose relating to your employment / prospective employment. Please make sure that all information you provided are true and complete, which will affect your employment / prospective employment in the Society.

Recruitment

It is our policy to treat all personal data collected in STRICTLY CONFIDENTIAL. Information of unsuccessful candidates will be retained for a period of three months for future recruitment purposes. It will be destroyed after three months if the applicant is not be selected.

Under Employment of FHS

The personal data collected may be disclosed to the following parties:

- Any FHS staff responsible for or related to staff management
- Any agent, contractor, banker or other third party who engaged in contractual service on FHS behalf
- Any governmental or statutory institutions for compliance of any statutory requirement or law that binds Fu Hong Society

It is our policy to retain certain personal data of employees for seven years after leaving the Society. It is required for any residual employment-related activities in relation to a former employee or to fulfill statutory obligations.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request of correction of, you personal data in relation to your job application or employment. Please make your request in writing and address to the Human Resources Department:

- 1) Job applicants - Send your request to : Human Resources Department, Fu Hong Society, G/F., 2A Po On Road, Cronin Garden, Shamshuipo, Kowloon, Hong Kong
- 2) Employees - Complete the “Application form for employee’s data access request” and/or “Change of Personal Particulars Form”.