



招聘方面的收集個人資料聲明（下稱“本聲明”）

PERSONAL INFORMATION COLLECTION STATEMENT (“PICS”) PERTAINING TO RECRUITMENT

1. 廖創興企業有限公司(本公司)會從閣下於職位申請中所收集的個人資料，使用於評估閣下是否適合擔任所申請的職位，以及在閣下獲本公司考慮給予聘任時，用作訂定與閣下商討初步的薪酬及福利。閣下所提供的個人資料會作保密處理。
The personal data collected in your job application will be used by Liu Chong Hing Investment Limited (the Company) to assess your suitability to assume the job duties of the position for which you have applied and to determine the preliminary remuneration and benefits package in discussion with you in case you are short-listed for the position. All personal data provided will be kept in strict confidence.
2. 為進行甄選，閣下須提供真確、充足及完整的資料以支持閣下的職位申請。如未能提供此等資料，閣下的申請處理及結果可能會受影響。
The provision of accurate, full and complete information in support of your job application is necessary for selection purposes. Failure to provide any of these information may affect the processing and outcome of your application.
3. 閣下的個人資料可能轉移給就閣下申請職位之有關事宜提供服務的任何代理、承辦商或第三方服務提供者；或根據對本公司具約束力的任何法律規定，本公司有責任向其作出披露的任何人士。如本公司的附屬公司出現合適的職位空缺，本公司或會在取得閣下的同意下將申請轉交有關公司考慮。
Your personal data may be disclosed to any agent, contractor or third party who provides services to the Company in relation to matters of your application for employment; or any person to whom the Company is under an obligation to make disclosure under the requirements of any law binding on us. When there are any suitable vacancies of similar nature in any subsidiary companies of the Company, we will obtain your consent before we transfer your application to them for consideration of employment.
4. 如閣下的職位申請不獲接納，閣下所遞交及填寫的個人資料和文件將不獲退回，並將於本公司完成整個招聘程序的二十四個月後銷毀。
If your job application is unsuccessful, all personal data and documents that you have provided will not be returned and will be destroyed 24 months after the Company's completion of the whole recruitment process.
5. 在取得閣下的書面同意下，本公司有權向閣下的前僱主、諮詢人及／或有關人士索取或確認更多資料。
The Company reserves the right, with your written consent, to contact your past employers, referees and /or other related persons to seek confirmation or further information.
6. 如閣下獲聘用，閣下同意並授權本公司有權為閣下安排進行入職前身體檢查並索取有關報告。
You agree and authorize the Company to arrange for your pre-employment medical examination and to obtain such report in case you are offered for employment.
7. 如閣下獲聘用，閣下同意本公司有權向閣下取得閣下的個人信貸資料及／或報告。
You agree that the Company is entitled to obtain from you your personal credit information and/or report in case you are offered for employment.



8. 閣下日後如欲查閱及改正 閣下申請上所提供的個人資料，請填妥《個人資料(私隱)條例》指明的「查閱資料要求表格」，並寄回【人力資源部】主管—中環德輔道中 24 號創興銀行中心 21 樓，或電郵至 personnel@lchi.com.hk。有關表格可於以下網址下載 http://www.pcpd.org.hk/tc_chi/publications/files/Dformc.pdf

If you wish to request access to, and to request correction of, your personal data in relation to your application, please complete the “Data Access Request Form” specified by the Personal Data (Privacy) Ordinance to the Head of Human Resources at 21/F Chong Hing Bank Centre, 24 Des Voeux Road Central or via email: personnel@lchi.com.hk. The relevant form can be downloaded from <http://www.pcpd.org.hk/english/publications/files/Dforme.pdf>

9. 本聲明不會限制僱員及可能成為僱員的人士在《個人資料(私隱)條例》下所享有的權利。

Nothing in this PICS shall limit the rights of employees and potential employees under the Personal Data (Privacy) Ordinance.

10. 本聲明之中、英文版本如有義異之處，概以英文版為準。

The English version of this PICS Pertaining to Recruitment prevails over the Chinese version in the event of any inconsistency between them.