

Hong Kong Tourism Board Personal Information Collection Statement Pertaining to Job Application (“PICS”)

Hong Kong Tourism Board (“HKTB”) respects the personal data privacy of all individuals. HKTB is committed to ensuring that all personal data collected are handled according to the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”).

Providing personal data to HKTB is voluntary. However, if you do not provide HKTB with the required personal data, HKTB will be unable to process your job application.

Purpose of Collecting Personal Data

To the extent permitted by law, HKTB will collect and use your personal data for all purposes necessary for managing and conducting the recruitment process, appointment and other employment-related purposes in and outside of Hong Kong.

Examples of “other employment-related purposes” include conducting online public searches on platforms such as LinkedIn and other professional networking sites and subsequently seeking verifications from you of the same.

Collection, Disclosure and Transfer of Personal Data

HKTB may collect your personal data (1) directly; (2) through its local and overseas affiliates; and/or (3) through other third-party companies engaged in contractual activities on its behalf, such as external service providers, including recruitment system providers, and advisors / consultants on human resources matters.

HKTB may transfer your personal data to its (1) local and overseas affiliates; and/or (2) service providers, including recruitment system providers, advisors and/or consultants on human resources matters.

HKTB will keep your personal data confidential. Only authorised personnels will have access to and handle your personal data.

HKTB will disclose your personal data when required to do so by law. HKTB may also disclose your personal data in response to requests from law enforcement agencies or regulatory authorities.

Security

HKTB will securely store your personal data according to prevailing information security requirements. Appropriate technical and organisational measures will be in place to protect the personal data against unauthorised or accidental access, processing, erasure, loss or use.

Retention

HKTB will keep your personal data only for as long as necessary to fulfill the purposes for which it is being collected. HKTB may retain archived personal data for a variety of

human resources and general business management purposes.

Unsuccessful Job Application

If HKTB considers your application for the current job unsuccessful, HKTB may retain your application on file for one year in case other suitable job openings become available during the said period. After that, HKTB will discard your application and personal data it has collected or stored.

Successful Job Application

If your application for the current job is successful, HKTB will transfer your application and personal data to a personnel file to be kept by HKTB for:

- (i) the duration of your employment; and
- (ii) as long as necessary thereafter to fulfill the purposes outlined in the applicable Employee's Handbook and the relevant Human Resources Policies & Procedures of HKTB.

Access to Personal Data

You may access and/or correct your personal data in the records of HKTB. You may contact the **Human Resources Department** to obtain a "Personal Data Access Request Form" (and submit the completed form to) via HRPersonalData@hktb.com.

As permitted by PDPO, HKTB may impose a fee for processing your data access request.

Confirmation on Information Accuracy

By submitting your job application to HKTB, you confirm that all information provided to HKTB are accurate.

HKTB reserves the right to refuse or terminate employment in the event that you provide HKTB with any fraudulent information, intentional omissions, or misstatement. HKTB also reserves the right to verify your information provided to HKTB and have you verified the information that HKTB obtained from public sources as and when necessary.

Consent

By submitting your job application to HKTB, you confirm that you have read the above PICS, understand its contents and agree to these terms, and that HKTB can handle, use and retain your personal data for the purpose(s) set out above.

End of Document