

## **Personal Information Collection Statement – Job Applicants**

### **City University of Hong Kong (the "University")**

#### **Personal Information Collection Statement ("PICS") – Job Applicants**

1. The personal data collected in this Application Form will be used by the University to assess your suitability for the position you have applied for within the University and to determine the remuneration and benefits package, if applicable. If you are successful in securing a job with the University, data collected during the recruitment process will be transferred and used for the purposes related to your employment with the University.
2. The personal data collected may be transferred, within or outside Hong Kong, to the University's subsidiary and associate companies; or to any other third party, for the above mentioned purposes. Some jurisdiction(s) where your personal data may be transferred to may not have in place data protection laws which are substantially similar to, or serve the same purposes as, the applicable privacy laws of the jurisdiction which governs your employment with the University (in Hong Kong, it is the Personal Data (Privacy) Ordinance). That means your personal data may not be protected to the same or similar level as that in Hong Kong or the place where you work.
3. Unless indicated otherwise all information in this Application Form is compulsory and is required for selection purposes. If such data is not provided, then this will affect the processing and outcome of your application.
4. It is the University's policy to retain personal data of unsuccessful applicants for a period of **one year** after completion of the recruitment exercise. Thereafter, your application together with all materials you provide will be disposed of.
5. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data. The University reserves the right to charge a reasonable fee for the processing of any data access request. Please address your request to Data Protection Officer at [data.protection@cityu.edu.hk](mailto:data.protection@cityu.edu.hk).

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