

City University of Hong Kong
European Union and United Kingdom
General Data Protection Regulations (“GDPR”)
Privacy Notice – Job Applicants
(supplement to the [Personal Information Collection Statement for Job Applicants](#), where applicable)

The City University of Hong Kong ("University") takes the privacy and protection of your personal data seriously and is committed to processing your personal data in accordance with its responsibilities under the General Data Protection Regulation (Regulation EU 2016/679, the “GDPR”) of the European Union and the General Data Protection Regulation (GDPR) of the United Kingdom (The Data Protection Act 2018).

The GDPR is a regulation on data protection and privacy in the European Union (EU) and the European Economic Area (EEA). The regulation contains provisions and requirements related to the processing of personal data of individuals who are located in the EEA, and applies to any enterprise—regardless of its location and the data subjects' citizenship or residence—that is processing the personal data of data subjects inside the EEA. The Data Protection Act 2018 (DPA 2018) is the UK's implementation of the GDPR. The provisions of the EU GDPR have been incorporated directly into the United Kingdom (UK) law as the UK GDPR.

This Privacy Notice explains how the University collects, uses and processes your personal data and your rights regarding your personal data under the EU and UK GDPRs.

1. Data Controller

For the purposes of this privacy notice, City University of Hong Kong, is the Data Controller of your personal data as defined in the GDPR. The Data Protection Officer is Miss Maggie Chau, Vice-President (Administration). Address: Tat Chee Avenue, Kowloon, Hong Kong. Tel: +852 3442 7466. Email: data.protection@cityu.edu.hk.

The University takes information security seriously and has implemented appropriate technical and organisational measures to protect personal data and special categories of personal data from unauthorised access, disclosure and destruction. Access to personal data is restricted on a need-to-know basis and the security arrangements are regularly reviewed to ensure their continued suitability.

2. Personal Data We Collect

a. We collect personal data about job applicants from the following sources:

- i. You, the candidate.
- ii. Your named referees, your present and former employers.
- iii. From employment agencies or an executive search company.
- iv. From publicly accessible sources, such as your profile on LinkedIn.
- v. From a physician who will conduct the pre-employment medical examination on you, where applicable.

b. We collect, use and store the following categories of personal data about you:

- i. The personal data you have provided to us in your curriculum vitae, covering letter, job application form, e-recruitment system and any data you provide us during the recruitment process. Personal data include, but not limited to, name, title, residential/correspondence address, telephone number, personal email address, date of birth, gender, employment history, qualifications, nationality, social media accounts, profession, professional

memberships, educational achievements, diplomas, transcripts, languages, skills, your relationship with employees of the University; and your current/most recent employment package.

- ii. Any personal data provided to us about you by your referees, present and former employers, from whom we collect the following categories of data: full name, employment period, performance, remuneration package of your previous employment.
- iii. Any assessment report of any tests that you are required to undertake during the recruitment process, such as interviews, aptitude tests.
- iv. Any personal data concerning the health condition of you by means of a pre-employment medical examination.

3. Purposes and Use of the Data Processing

- a. The University collects your personal data to process your job application to the University, for purposes including:
 - i. to assess your suitability for the position you have applied for within the University;
 - ii. to communicate with you about the recruitment process;
 - iii. to carry out background and reference checks, where applicable;
 - iv. to confirm whether your health condition is fit for employment; and
 - v. to determine the remuneration and benefits package, if applicable.
- b. We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's nationality to assess whether a work permit is required before commencement of employment in Hong Kong.
- c. We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.
- d. Unless indicated otherwise, all information in this Application Form is compulsory and is required for selection purposes. If such data is not provided, this will affect the processing and outcome of your application.

4. Parties that the Personal Data is Shared with

- a. We will share your personal data internally for the purposes of the recruitment exercise. This includes members of the recruitment team and interviewers involved in the recruitment process.
- b. 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.
- c. 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.

5. Retention of the Personal Data

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.

If you have given consent to the University to keep your personal data for future employment opportunities, the University will hold your personal data on file for a further one year after completion of the relevant exercise, or until you withdraw your consent, whichever is earlier.

6. Rights Available to You under GDPR

The following rights are available to you under the GDPR and are subject to certain conditions and exceptions as set out in the regulation:

- a. The right to be informed
- b. The right of access
- c. The right to rectification
- d. The right to erasure
- e. The right to restrict processing
- f. The right to data portability
- g. The right to object
- h. Rights in relation to automated decision making and profiling
- i. The right to withdraw consent

Please write to the University via data.protection@cityu.edu.hk if you wish to exercise these rights in relation to your personal data.

The University reserves the right, at any time without prior notice, to change and update this privacy notice. Enquiries about this policy and data privacy matters should be directed to the Office of the Data Protection Officer at: data.protection@cityu.edu.hk.

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