

Personal Information Collection Statement - Job Applicants

INTRODUCTION

This Personal Information Collection Statement (“PICS”) applies to all job applicants of Soundwill Holdings Limited and its subsidiaries (“Our Group”).

Our Group is committed to ensuring the privacy and security of the personal data it holds and aims to meet this commitment by implementing the principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region (“the Ordinance”).

SUPPLY OF PERSONAL DATA

It is obligatory for you to supply your personal data to Our Group in connection with your application for employment. Failure to supply any personal data requested by Our Group may result in being unable to process your employment application.

USE OF PERSONAL DATA

All personal data provided by you will be treated in strict confidence and will be used for recruitment purposes, to assess your suitability for existing or future vacancies within Our Group and/or its subsidiaries, to negotiate and make employment offers if successful, to verify credentials and/or experience and to perform security vetting and/or integrity checking.

DISCLOSURE OF PERSONAL DATA

All personal data held will be kept confidential but Our Group may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which the data was collected, provide such personal data to any subsidiaries, holding companies or associated companies of Our Group. Our Group may also transfer your personal data to any of its agents or third party service providers who provide administrative, computer or other services to Our Group such as investigation agencies.

ACCESS AND CORRECTION OF PERSONAL DATA

Under the Ordinance, you have a right to request access to, and to request correction of, your personal data held by Our Group and Our Group shall have the right to charge a

reasonable fee for processing of such requests. If you wish to exercise any of these rights, please direct your request in writing to:

Administration & Human Resources Department
21/F Soundwill Plaza
38 Russell Street
Causeway Bay, Hong Kong

個人資料收集聲明 - 職位申請人

引言

本個人資料收集聲明適用於所有申請金朝陽集團有限公司及附屬公司(“本集團”)之職位的申請人。

本集團致力確保所持個人資料的私隱及安全。為履行這項承諾，本集團將貫徹執行香港特別行政區個人資料(私隱)條例(下稱「條例」)的原則及規定。

個人資料的提供

閣下須為作出求職申請而向本集團提供個人資料。若未能提供本集團要求的任何個人資料，可能會導致無法處理閣下的職位申請。

個人資料的使用

閣下所提供的所有個人資料將會被視作機密，並將以招聘為目的使用，用作評核閣下是否適合本集團現有或未來職位空缺、協商及(如獲錄用)作出僱用要約、核實資歷及／或經驗以及保安審核及／或操守審查。

個人資料的披露

本集團會對其所保存的所有個人資料保密，惟對為滿足收集個人資料的目的或直接與該目的有關之其他目的而言屬必需時，本集團可將有關個人資料提供予公司的任何附屬公司、控股公司或聯營公司。本集團亦可將閣下的個人資料轉移至向公司提供行政、電腦或其他服務的任何代理人或第三方服務供應商(如調查機構)。

個人資料的查閱及改正

根據條例的規定，閣下有權要求查閱及要求改正公司所保存有關閣下的個人資料，而公司亦有權於處理該等要求時收取合理的費用。閣下如欲行使任何該等權利，可致函以下部門提出上述要求：

香港銅鑼灣羅素街三十八號
金朝陽中心二十一樓
行政部及人力資源