

# **HKMC Group Personal Information Collection Statement for Job Applicants (the “Recruitment PICS”)**

## **Statement relating to the Personal Data (Privacy) Ordinance (“PDPO”)**

The Hong Kong Mortgage Corporation Limited and its subsidiaries and subsidiary undertakings (collectively, “**HKMC Group**”) would like to inform you of the following:

1. It is our policy to comply with the requirements of the PDPO. This Statement informs you of the purpose for which your personal data (“**Data**”) collected by the HKMC Group in connection with your application for employment will be used following collection, to whom it will be transferred and who is to handle data access/correction requests.

It is voluntary for you to provide the Data requested by us. However, failure to provide the Data from you may result in the HKMC Group being unable to process your application and consequently, may result in your application being rejected.

### **2. PURPOSES FOR COLLECTING PERSONAL DATA**

The Data collected from you will be used by the HKMC Group to assess your suitability for the vacancy for which you have applied for and, if you are selected, to determine the preliminary remuneration and benefits package to be offered to you, and other directly related matters in the recruitment process. You must ensure that all information provided to the HKMC Group is accurate, complete and up-to-date. Data provided which is inaccurate or incomplete may influence the process and outcome of the recruitment.

The Data collected will be treated in strict confidence, and will only be made available to the persons involved in and/or relevant to the selection process including designated staff members of the Administration and Human Resources Department, relevant hiring department head or his/her delegate(s) and relevant management staff. Any staff designated to handle the Data will be instructed to perform his/her tasks in accordance with this Recruitment PICS. In addition, the HKMC Group may also transfer the Data to other entities which are involved in the recruitment and vetting process (including recruitment agencies and referees).

### **3. RETENTION OF PERSONAL DATA**

If your application is rejected, your Data will be retained for no longer than two years. Data of successful applicant(s) will be handled in accordance with the applicable HKMC Group policy/statement.

#### 4. **ACCESS AND CORRECTION OF PERSONAL DATA**

Under the PDPO, you have the right to request access to, and to request correction of, the Data in relation to your application. Any enquiry about and request for the correction of or access to your Data should be addressed in writing to, and will be handled by, our Data Protection Officer at the following address:

The Data Protection Officer  
34/F, Cosco Tower (High Block)  
Grand Millennium Plaza  
183 Queen's Road Central  
Hong Kong

We reserve the right to charge a fee which is not excessive for the processing of any such access request.

#### 5. **PRIVACY POLICY STATEMENT**

For more information on how the HKMC Group collects, uses and processes personal data, please see our Privacy Policy Statement available on our website [www.hkmc.com.hk](http://www.hkmc.com.hk) (or [www.hkmca.hk](http://www.hkmca.hk) for applicant of HKMC Annuity Limited).

I confirm that I have read and understood the HKMC Group Personal Information Collection Statement for Job Applicants.

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(Signature of candidate)

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(Full name)