

TRUST FUNDS & TEMPLES JOINT SECRETARIAT 信託基金及廟宇聯合秘書處

Personal Data Collection Declaration 個人資料(私隱)聲明

1. The personal data provided by you will be used by the Joint Secretariat for recruitment purpose.
本聯合秘書處向閣下收集之個人資料只用作招聘之用。
2. The data held by the Joint Secretariat will be kept confidential but the Joint Secretariat may provide the data to other sections/ persons for the purpose of recruitment and all purposes related thereto.
本聯合秘書處收集所得的資料均會保密處理。然而閣下之個人資料有可能轉介至其他部門作招聘或相關目的之用。
3. If you are employed, the Data will be used for the arrangement and administration of payroll, insurance, MPF, human resources planning, appraisal, and all matters related thereto.
倘閣下被正式聘用後，所有個人資料將會運用於薪酬、保險、強積金、人力資源的發展及策劃、表現評核及有關福利等的安排及管理。
4. If you are employed, the Data may be provided to any agent or third party or service provider who provides employees' benefit for the Joint Secretariat.
倘閣下被正式聘用後，所有個人資料將會運用或轉介予閣下享有福利之協辦合作機構。
5. If you are employed, the Data may be provided to any organization which has business connection with you in the course of discharging your job duties.
倘閣下被正式聘用後，所有個人資料將會運用及轉介與閣下履行聯合秘書處委派職務時對外連繫之機構。
6. You have a right not to provide any personal data to the Joint Secretariat. However, failure to provide adequate and accurate data may affect your application.
閣下有權拒絕提供任何個人資料予本聯合秘書處，唯閣下受聘之機會可能會因資料不齊全或不準確而受到影響。
7. You have the right not to allow the Joint Secretariat to take copy of your Data.
閣下有權拒絕提供任何有關個人資料之文件予本聯合秘書處影印。
8. The Joint Secretariat will request you to present your I.D. Card for identification. The Joint Secretariat will not make copy of your I.D. Card unless and until your application is accepted by the Joint Secretariat and upon commencement of your service with the Joint Secretariat.
本聯合秘書處會向閣下索取身份証以核對身份資料。除獲正式聘用及在到職時，聯合秘書處並不會影印閣下之身份証。
9. If you are not informed of the result of this interview within eight weeks thereof, your application shall be regarded as unsuccessful and all Data will be destroyed after one year thereof.
由是次面試日期起計八個星期後，倘閣下仍未有接獲任何受聘通知，則是次申請將被視為落選，而閣下存於本聯合秘書處之個人資料會在一年內被銷毀。
10. You have the right to access to the Data and make correction thereof and to the information regarding the Joint Secretariat's policies and practices on the personal data of its employees. Any enquiries shall be made to our Administration Unit, 24th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or via telephone at : 3718 6819.
閣下有權要求查閱或更改個人資料，唯有關申請必須依循本聯合秘書處之資料查閱程序，詳情可向本聯合秘書處行政組查詢，地址：香港灣仔皇后大道東183號合和中心24樓或致電：3718 6819。

I acknowledge that I understand the policies and practices of the Joint Secretariat on personal data and I agree that the Joint Secretariat shall be entitled to use my personal data in accordance with its policies and practices.
本人確認完全明白及同意貴聯合秘書處處理本人之個人資料(私隱)之措施及政策。

Signature of Applicant
申請人簽署

Date
簽署日期