

Separate Consent for processing of sensitive personal information

(Applicable to City University of Hong Kong Job Applicants)

敏感个人信息处理单独同意书

(适用于香港城市大学求职者)

- 请点击“[此处](#)”获取该文件的中文版本。如中文版本与英文翻译版本有任何不一致或歧义，以中文版本为准。

The City University of Hong Kong (Address: Tat Chee Avenue, Kowloon, Hong Kong China, Tel: +852 3442 7466, Email: data.protection@cityu.edu.hk) (“University”) respects your privacy and is committed to protecting your personal data, including your sensitive personal information. “Sensitive personal information” refers to personal information that, once leaked or illegally used, is likely to cause infringement of a natural person’s personal dignity or serious harm to personal or property safety, including biometrics, religious beliefs, specific identities, medical health, financial accounts, whereabouts, and other information, as well as personal information of minors under the age of 14. This Separate Consent informs you of the name of the sensitive personal information handler/controller, the purposes of processing, the methods of processing, the types of sensitive personal information processed, the retention period, the methods and procedures for exercising your rights, and the necessity of the University processing your sensitive personal information and the impacts on your rights.

1. The City University of Hong Kong is the data handler/controller of your sensitive personal information. Address: Tat Chee Avenue, Kowloon, Hong Kong, China, Tel: +852 3442 7466, Email: data.protection@cityu.edu.hk
2. The types of your sensitive personal information that the University processes include:
 - Identification documents, including identity card or travel document number;
 - Physical examination records.
3. The specific purposes and necessity for collecting and processing sensitive personal information include:
 - Identification documents to verify your identity;
 - Physical examination records to ensure that you are physically fit for the job you are applying for.
4. The sensitive personal information you provide during the job application process will only be accessed by University employees on a strict need-to-know basis. In addition, your sensitive personal information may also be used for IT functions [but only for the maintenance of IT systems]. The University will entrust and instruct third parties to process your sensitive personal information in accordance with the law. It is necessary for your sensitive personal information to be transferred outside of Chinese Mainland, and the University will ensure that the transfer of sensitive personal information complies with applicable laws.
5. The University will only retain your sensitive personal information until the relevant collection purpose has been fulfilled. The personal data of unsuccessful applicants will be retained for one year after the recruitment exercise is completed. The University will then destroy such information unless the retention is required to comply with legal or regulatory requirements.

6. You have the right to object to the University's collection and processing of your sensitive personal information. If you wish to exercise your rights in relation to your sensitive personal information, please contact the University by email (data.protection@cityu.edu.hk). For example, you may exercise the following rights at any time:
 - a. Request access to and correction of your sensitive personal information held by the University;
 - b. Request the University to remove your sensitive personal information from its archives; or
 - c. Request the University to cease using your sensitive personal information.Please note that if you refuse our collection and processing of your sensitive personal information, such refusal may result in the inability to handle various matters that require the sensitive personal information.
 7. You have the right to express your opinion to the University or relevant regulatory authorities on the way the University handles your personal information. The University would like to have the opportunity of you contacting us before you approach the relevant regulatory authorities. Therefore, if you have any questions, please contact the University (data.protection@cityu.edu.hk) as soon as possible.
 8. The University takes information security very seriously and has implemented appropriate technical and internal management measures to protect personal information and sensitive personal information from unauthorised access, disclosure, use and tampering. Please note that despite the University's efforts, no security measures are perfect or impenetrable, and no transmission over the Internet is guaranteed to be 100% secure. Therefore, you must be aware of the risks and impacts on your rights when processing and transmitting sensitive personal information. The main risk is that sensitive information may be leaked. The University recommends that you must transmit your sensitive personal information through secure communication channels.
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Separate Consent for provision of personal information to other data processors

(Applicable to City University of Hong Kong Job Applicants)

向其他个人信息处理者提供个人信息单独同意书

(适用于香港城市大学求职者)

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otherwise, excluding information that has been anonymized. This Separate Consent informs you of the University's intention to provide your personal information to third parties, the types of recipients, the purposes for which the recipients will process your personal information, the methods of processing, and the types of your personal information provided to third parties.

1. The City University of Hong Kong is the data handler/controller of your personal information. Address: Tat Chee Avenue, Kowloon, Hong Kong Special Administrative Region, China, Tel: 852 3442 7466, Email: data.protection@cityu.edu.hk.
2. Due to necessity, the University will provide the personal information you provided during the job application process, including your name, date of birth, educational background and work experience, to third parties, i.e. designated medical clinics in Hong Kong or medical clinics of the applicant's own choice overseas, external assessors, headhunters and individuals suggested by job seekers.
3. The above-mentioned recipients process your personal information mainly by transmitting your personal information via email. The processing purposes include:

Types of Third Parties	Purpose of providing your personal information
Designated medical clinics in Hong Kong	Pre-employment physical examination, to ensure that the applicant is in good physical condition and able to perform the job duties.
External assessors	External Assessment Letter
Headhunters	Recruitment
Individuals suggested by job seekers	Reference Letters

4. You have the right to object to the University providing or transferring your personal information to a third party. You can contact the University by email (data.protection@cityu.edu.hk). Please note that if you object to the University providing or transferring your personal information, the University may be unable to process various matters that require personal information.
 5. You have the right to express your opinion to the University or relevant regulatory authorities on the way the University handles your personal information. The University would like to have the opportunity of you contacting us before you contact the relevant regulatory authorities. Therefore, if you have any questions, please contact the University (data.protection@cityu.edu.hk) as soon as possible.
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Separate Consent for cross-border provision of personal information

(Applicable to City University of Hong Kong Job Applicants)

个人信息跨境提供单独同意书

(适用于香港城市大学求职者)

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1. City University of Hong Kong is the handler/controller of your personal information. Address: Tat Chee Avenue, Kowloon, Hong Kong Special Administrative Region, China, Tel: 852 3442 7466, Email: data.protection@cityu.edu.hk. It is located outside of Chinese Mainland.
2. Due to necessity, the University will provide the personal information you provided during the job application process, including your name, date of birth, educational background and work experience to other recipients, i.e. designated medical clinics in Hong Kong, China or medical clinics of the applicant’s own choice overseas, external assessors, headhunters and individuals suggested by job seekers.
3. We and the above-mentioned recipients process your personal information mainly by transmitting your personal information via email. The main purpose of processing your personal information is to find the most suitable candidate for the position.

Types of recipients	Purpose of handling your personal information
Designated medical clinics in Hong Kong	Pre-employment physical examination, to ensure that the applicant is in good physical condition and able to perform the job duties.
External assessors	External Assessment Letter
Individuals suggested by job seekers	Reference Letters

4. The arrangement of the overseas retention period of your personal information is as follows: When the processing purpose has been achieved, the personal information will be destroyed in a timely manner. When destroying or erasing personal information, measures will be taken to ensure that the information cannot be restored. All backup data are included in the information destruction procedure and are also destroyed. Personal information may also be

anonymized so that the information cannot identify a specific natural person and cannot be restored.

5. The University will comply with the statutory cross-border provision of personal information mechanism (Article 38 of the Personal Information Protection Law of the People's Republic of China), including signing the standard contract for the outbound transfer of personal information in which you are the third-party beneficiary.
6. The University takes information security very seriously and has implemented appropriate technical and internal management measures to protect personal information and sensitive personal information from unauthorised access, disclosure, use and tampering. Please note that despite the University's efforts, no security measures are perfect or impenetrable, and no transmission over the Internet is guaranteed to be 100% secure. Therefore, you must be aware of the risks and impacts on your rights when processing and transmitting personal information. The main risk is that personal information may be leaked. The University recommends that you must transmit your personal information (including sensitive personal information) through secure communication channels.
7. You have the right to object to the University providing or transferring your personal information across borders. You can contact the University by email (data.protection@cityu.edu.hk). Please note that if you object to the University providing or transferring your personal information across borders, the University may be unable to process various matters that require personal information.
8. We accept your following rights protection claims: 1. lodge a complaint with the relevant regulatory authorities; 2. lodge a lawsuit with a People's Court. The University agrees that if you request a dispute resolution regarding the proposed cross-border provision of your personal information, it will be handled in accordance with the relevant laws and regulations of the People's Republic of China. If the University or the other recipients cause any material or non-material damage to you, the University and the other recipients shall bear joint and several liability to you. You have the right to express your opinions to the University or the relevant regulatory authorities on the way the University and the other recipients handle your personal information (including the cross-border provision and transfer of personal information). The University hopes to have the opportunity of you contacting us before you contact the relevant regulatory authorities. Therefore, if you have any questions, please contact the University (data.protection@cityu.edu.hk) as soon as possible.