

City University of Hong Kong

Privacy Notice (Supplementary content for Chinese Mainland)

(Supplement to the Personal Information Collection Statement for Job Applicants, where applicable)

香港城市大学

私隱声明 (中华人民共和国内地补充内容)

(求职者个人信息收集声明的补充, 如适用)

- 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”) takes the privacy and protection of your personal data seriously and is committed to processing your personal information in accordance with its responsibilities under the Personal Information Protection Law of the People’s Republic of China (“PIPL”).

The PIPL was enacted on 1 November 2021. This is the first law enacted in Chinese Mainland to protect personal information. It establishes individual consent as the main legal basis for processing personal information, and stipulates that the processing of personal information must follow the principles of legality, legitimacy, good faith, minimum necessity, and openness and transparency, and must have a clear and reasonable purpose. The legislative purpose is to protect the rights and interests of personal information, regulate personal information processing activities and promote the rational use of personal information.

Activities within Chinese Mainland that process personal information of natural persons are subject to the PIPL. This law shall also apply to activities outside of Chinese Mainland that process the personal information of natural persons within Chinese Mainland if any of the following circumstances exist: (1) for the purpose of providing products or services to natural persons within Chinese Mainland; (2) to analyze or evaluate the behaviour of natural persons within Chinese Mainland; or (3) other circumstances prescribed by laws and administrative regulations.

This Privacy Notice explains how the University collects, uses and processes your personal information and your rights regarding your personal information.

1. Data Controller

For the purposes of this privacy notice, City University of Hong Kong, is the Data Controller of your personal information as defined in the PIPL. Address: Tat Chee Avenue, Kowloon, Hong Kong, China. Tel: +852 3442 7466. Email: data.protection@cityu.edu.hk.

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

2. Personal Information We Collect

- a. The University collects job applicant’s personal information through the following means:
 - i. You, the job candidate;
 - ii. Your nominated referees, your current and past employers;
 - iii. From employment agencies or headhunters;
 - iv. From publicly accessible/viewable sources, such as your personal information on social media; and

- v. From the doctor or medical institution that will conduct your pre-employment medical examination (if applicable).
- b. The types of personal information we collect, use and process are as follows:
- i. Personal information you provide to us in your resume, cover letter, job application form, electronic recruitment system and any information you provide to us during the recruitment process. Personal information includes, but is not limited to, name, title, residential/correspondence address, telephone number, personal email address, date of birth, gender, work experience, employment qualifications, nationality, social media accounts, profession, professional membership, education, educational achievements, diplomas, transcripts, languages, skills, your relationship with University staff; and your current/previous employment options;
 - ii. Any personal information provided to us by your referees, current and previous employers. The categories of information we collect from these sources include: full name, employment period, work performance, remuneration package in previous jobs;
 - iii. Assessment reports of any tests you are required to take during the recruitment process, such as interviews, aptitude tests; and
 - iv. Any personal information about your health obtained through pre-employment medical examinations; and
- c. Sensitive personal information, which 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.
3. Purposes and Use of the Data Processing
- a. The University collects your personal information and sensitive personal information to process your job application to the University, for purposes including:
 - i. Assessing your suitability for the position you have applied for at the University;
 - ii. Communicating about the recruitment process;
 - iii. Conducting background checks and obtaining reference checks where applicable;
 - iv. Confirming your medical fitness for the position you have applied for; and
 - v. Determining remuneration and benefits packages (if applicable);
 - b. We need to process the information to take actions arising from your request before we can enter into a contract with you. We may also need to process your information before we can enter into a contract with you. In some cases, we need to process the information to ensure that we comply with our legal responsibilities and obligations. For example, it is necessary to check the nationality of successful applicants to assess whether a work permit is required before starting work in Hong Kong Special Administrative Region (HKSAR);
 - c. We have a legitimate interest in processing personal information during the recruitment process and storing records of that process. Processing applicants' information enables us to manage the recruitment process, assess and confirm candidates' suitability for employment and decide who to offer jobs to; and
 - d. Unless otherwise stated, all information in the application form or system is mandatory and required for the recruitment selection process. If such information is not provided, this will affect the processing and outcome of your application.

4. Legal Bases for Data Processing

According to the PIPL, if any of the following circumstances are satisfied, the University may collect and process your personal information:

- a. where you have consented to our use of your personal information;
- b. where your personal information is necessary for the conclusion or performance of a contract where you are a party, or where it is necessary for conducting human resources management according to lawfully formulated labour rules and structures and lawfully concluded collective contracts;
- c. where necessary for the performance of statutory duties or obligations;
- d. where necessary to respond to public health emergencies or to protect the life, health and property safety of natural persons in an emergency;
- e. for conducting news reporting, public opinion supervision and other activities for the public interest and processing personal information within a reasonable scope;
- f. for processing personal information that is disclosed by individuals themselves or has been legally disclosed within a reasonable scope in accordance with the provisions of the PIPL; and
- g. other circumstances stipulated by laws and administrative regulations.

In accordance with the PIPL, in the circumstances specified in items (b) to (g) above, the processing of personal information does not require the consent of the individual.

5. Parties that the Personal Information is Shared with

- a. The University will share your personal information with the following third parties in connection with the purposes set out in paragraph 3 above: designated medical clinics in HKSAR or overseas medical clinics, external assessors, headhunters and individuals or organizations suggested by job applicants;
- b. The University may need to share your personal information within or outside HKSAR to the University's subsidiaries and associated companies; or disclose to any other third party for the purposes set out above. If the University transfers your personal information outside of China, the University will ensure that your personal information is adequately protected (for example, by using encryption and implementing the mechanisms set out in Article 38 of the PIPL); and
- c. If you are successfully recruited by the University, the personal information collected during the recruitment process will be transferred and used for purposes related to your employment at the University.

6. Retention of the Personal Information

It is the University's policy to retain the personal information of unsuccessful applicants for one year after the recruitment process has been completed. Thereafter, your application and all materials you have provided will be destroyed.

If you have consented to the University retaining your personal information for future employment opportunities, the University will store your personal information for a further year after the relevant processing has been completed, or until you withdraw your consent, whichever is earlier.

7. Rights Available to You under PIPL

The following rights are available to you under the PIPL:

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

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

You have the right to report to a regulatory authority [(including the Cyberspace Administration of China)] about the way the University uses your personal information. The University would appreciate the opportunity of you contacting us before you report to the relevant authorities, so if you have any questions, please contact the University in the first instance (data.protection@cityu.edu.hk).

If a natural person dies, his or her immediate family members may exercise the rights to review, copy, correct, and delete the relevant personal information of the deceased for their own legal and legitimate interests.

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 this email address: data.protection@cityu.edu.hk.