

PERSONAL INFORMATION COLLECTION STATEMENT (PICS)
PERTAINING TO EMPLOYMENT

Lingnan University is committed to protecting the privacy, confidentiality and security of the personal data by complying with the requirements of Personal Data (Privacy) Ordinance, and where applicable, the Personal Information Protection Law (PIPL), and the Cybersecurity Law and Data Security Law (DSL) of the People's Republic of China (PRC), and the General Data Protection Regulation (GDPR) of the European Union (EU).

1. At the job offer stage and throughout the course of your employment with Lingnan University (“the University”), we will collect/use/process/retain your personal data for the purpose of human resources management. The personal data collected includes, but not limited to the following:
 - Personal particulars, including your personal identity documents, address, contact number, emergency contact number & photo
 - Curriculum vitae, including qualifications, skills, work & professional experiences
 - Salary data (past and current)*
 - Appointment documents
 - Leave records
 - Employee benefits information, including insurance, medical records, family details*
 - Performance appraisal and work assessment information
 - Research related information, if applicable
 - Teaching related information, including teaching & learning evaluation scores, if applicable
 - Outside practice records
 - Training & development information
 - Tax reporting data*
 - External assessments/references, if applicable

**These categories of data are sensitive personal data as defined in Article 9 of the GDPR and Article 28 of the PIPL.*

2. The purpose(s) of collecting/using/processing/retaining your personal data include, but not limited to: manpower planning; compensation and payroll administration; filing of tax returns; provision of employee and family members' benefits; facilitating performance review and administration of personnel actions such as probation review, contract renewal, performance-based salary increment, promotion, promotion with substantiation, substantiation; training & development; disciplinary proceedings; administration of the University's promotional & public relation activities; compliance with the University's policies; and handling of enquiries/requests from regulatory bodies, enforcement authorities and government departments.
3. In order to serve the specified purpose(s), your personal data may be disclosed and/or transferred to third parties outside the University, for example, the University's agents, contractors, vendors and/or service providers providing employee benefits, e.g. Mandatory Provident Fund, medical & dental, insurance, and those engaged to perform any other human resources functions or activities on behalf of the University; government departments and government-subsidized organizations. Relevant personal data may also be transferred to external assessors in order to provide assessment for personnel actions. The University is committed to ensuring that these third parties uphold the obligations of applying appropriate security protection to such personal data. For PRC and EU data subjects, please note that such recipient(s) of your personal data may be located outside PRC and EU. Without your explicit consent, or unless required/permitted by law, the personal data collected herein will not be disclosed to third parties other than those purpose(s) specified in Point 2.

4. It is the policy of the University to retain the personal data of unsuccessful job applicants for a period of up to two (2) years for future recruitment purposes, and to retain certain personal data of former employees for a period of up to seven (7) years upon their cessation of employment for fulfilling the University's contractual obligations to the former employee and its legal obligations. If there is a subsisting reason, the University will be obliged to retain your personal data for a longer period.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the employment-related processes could be delayed.
6. Without your consent, the University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. As a data subject, you have the right to request access to and correction of your personal data in relation to your employment under the Personal Data (Privacy) Ordinance. For requests for access to/correct/update personal data, please complete an **"Application for Personal Data Access Request form"** (which can be downloaded from <https://www.ln.edu.hk/dpp/data-access-and-correction>) and return it to the Human Resources Office to review and provide a reply to your request. A reasonable charge will be levied for each request. The University may in its sole discretion waive any charges levied on data requests, in particular in the context of EU data subjects for compliance with the GDPR.
8. This Personal Information Collection Statement may be supplemented, as applicable, by:
Addendum to Personal Information Collection Statement – Chinese Mainland
Addendum to Personal Information Collection Statement – EU
<https://www.ln.edu.hk/hr/about-hro/data-privacy-and-protection/personal-information-collection-statement-pics-pertaining-to-employment>



AUTHORIZATION & DECLARATION

I agree to the provisions set out in the "Personal Information Collection Statement Pertaining to Employment" and, as applicable, its Addenda.

I hereby give my explicit consent to Lingnan University to collect/use/process/retain my personal data (including sensitive personal data), and disclose/transfer my personal data (including sensitive personal data) for the purpose of human resources management in connection with my employment with the University.

Signature

Department/Unit

Name

(_____)
HKID Card No. / Passport No.

Date