



## 招聘方面的收集個人資料聲明 (下稱“本聲明”)

### PERSONAL INFORMATION COLLECTION STATEMENT (“PICS”) PERTAINING TO RECRUITMENT

1. OneSky Foundation Limited (本機構)會從閣下於職位申請中所收集的個人資料，使用於評估閣下是否適合擔任所申請的職位，以及在閣下獲本機構考慮給予聘任時，用作訂定與閣下商討初步的薪酬及福利。閣下所提供的個人資料會作保密處理。

The personal data collected in your job application will be used by OneSky Foundation Limited (OneSky) to assess your suitability to assume the job duties of the position for which you have applied and to determine the preliminary remuneration and benefits package in discussion with you in case you are short-listed for the position. All personal data provided will be kept in strict confidence.

2. 為進行甄選，閣下須提供真確、充足及完整的資料以支持閣下的職位申請。如未能提供此等資料，閣下的申請處理及結果可能會受影響。

The provision of accurate, full and complete information in support of your job application is necessary for selection purposes. Failure to provide any of these information may affect the processing and outcome of your application.

3. 閣下的個人資料可能轉移給就閣下申請職位之有關事宜提供服務的任何代理、承辦商或第三方服務提供者；或根據對本機構具約束力的任何法律規定，本機構有責任向其作出披露的任何人士。

Your personal data may be disclosed to any agent, contractor or third party who provides services to OneSky in relation to matters of your application for employment; or any person to whom OneSky is under an obligation to make disclosure under the requirements of any law binding on us.

4. 如閣下職位申請不獲接納，閣下所遞交及填寫的個人資料和文件將不獲退回，並將於本機構完成整個招聘程序的三十六個月後銷毀。

If your job application is unsuccessful, all personal data and documents that you have provided will not be returned and will be destroyed 36 months after OneSky the's completion of the whole recruitment process.

5. 在取得閣下的書面同意下，本機構有權向閣下的前僱主、諮詢人及／或有關人士索取或確認更多資料。

OneSky reserves the right, with your written consent, to contact your past employers, referees and /or other related persons to seek confirmation or further information.

6. 如閣下獲聘用，閣下同意並授權本機構有權為閣下安排進行入職前身體檢查並索取有關報告。

You agree and authorize OneSky to arrange for your pre-employment medical examination and to obtain such report in case you are offered for employment.

7. 閣下日後如欲查閱及改正閣下申請上所提供的個人資料，請填妥《個人資料(私隱)條例》指明的「查閱資料要求表格」，並寄回本機構【人力資源部】— 九龍深水埗青山道25-35號2樓，或電郵至 [hr@onesky.org](mailto:hr@onesky.org)。有關表格可於以下網址下載 <http://www.pcpd.org.hk/chi/publications/files/Dformc.pdf>

If you wish to request access to, and to request correction of, your personal data in relation to your application, please complete the “Data Access Request Form” specified by the Personal Data (Privacy) Ordinance to Human Resources at 2/F Wing Shing Building, 25-35 Castle Peak Road, Sham Shui Po, Kowloon or via email: [hr@onesky.org](mailto:hr@onesky.org). The relevant form can be downloaded from <http://www.pcpd.org.hk/english/publications/files/Dformc.pdf>

8. 本聲明不會限制僱員及可能成為僱員的人士在《個人資料(私隱)條例》下所享有的權利。

Nothing in this PICS shall limit the rights of employees and potential employees under the Personal Data (Privacy) Ordinance.

9. 本聲明中的中、英文版本如有義異之處，概以英文版為準。

The English version of this PICS Pertaining to Recruitment prevails over the Chinese version in the event of any inconsistency between them.