



Personal Information Collection Statement (PICS) for Recruitment

1. The personal data in relation to your application will be used by PolyU Technology and Consultancy Co. Limited ('PTeC') to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices of The Hong Kong Polytechnic University ('PolyU'), and/or internal/external assessors, where applicable, authorized to process the information for purposes relating to appointment.
2. Providing full and complete information in your application is obligatory for selection purposes. Failure to provide the relevant information may affect the processing and outcome of your application.
3. If photocopies of certificates, transcripts and other relevant documents to support information given in your curriculum vitae is submitted, these copies are not returnable and will be verified in due course.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of no longer than 12 months. When similar vacancies in PTeC and/or PolyU arise during the period, we may transfer your application to the assessor concerned for consideration of employment. Thereafter, your application together with all materials you provide will be disposed of.
5. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the General Manager, PolyU Technology and Consultancy Co. Limited, QR603, QR Core, The Hong Kong Polytechnic University, Hung Hom, Kowloon.