



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

Confidential

個人資料收集聲明 Personal Information Collection Statements

**提供有關個人資料予香港能仁專上學院（以下簡稱《學院》）前，請詳細閱讀本聲明。
Please read these statements before you provide
any personal data to Hong Kong Nang Yan College of Higher Education (“College”).**

申請人所提供的個人資料將會被本院用作聘選及與僱傭有關之事宜。

The personal data provided by an applicant will be used by the College for appointment and other employment-related purpose.

申請人必須提供完整資料，以便進行評選。申請人如不提供此等資料，可能會對申請程序及結果構成影響。

The provision of full and complete information in your application is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.

申請人所提供之個人資料，如有需要，有關資料可能會送交有關部門，以辦理與招聘有關的事宜。The personal data in relation to your application may be provided to relevant departments/offices, where applicable, to process the information for purposes relating to appointment.

根據本院的政策，申請者的個人資料將會保存不多於一年，以作為日後參考之用。若院在此期間有類似的職位空缺，學院或會將你的申請轉交有關部門考慮。在此一年期限以後，你的申請連同所有已呈交的文件將會全部銷毀。

It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than one year. When any similar vacancies in the College should arise during the period, we might transfer your application to the departments/offices concerned for consideration of employment. Your application together with all materials you provide will be disposed of after the one-year retention period.

根據《個人資料(私隱)條例》，申請人可要求查閱及/或改正所填報的個人資料。如欲行使這項權利，請致函香港九龍深水埗荔枝角道三二五至三二九號香港能仁專上學院人力資源處。如有需要，你需支付費用，以取得有關你的個人資料的副本。

Under the Personal Data (Privacy) Ordinance, an applicant has a right to request access to, and to request correction of, your personal data in relation to your employment. If you wish to exercise this right, please send your written request to the Human Resources Office, Hong Kong Nang Yan College of Higher Education, 325-329 Lai Chi Kok Road, Shamshuipo, Kowloon, Hong Kong. You may be asked to pay for obtaining a copy of the personal data you request.