

Personal Data Collection Statement

Please read the following carefully before you fill in the application form.

- The personal data collected in this form will be used by PERSOLKELLY Hong Kong Limited, their respective subsidiaries and affiliated companies, PERSOL branch(es) within Hong Kong, and PERSOLKELLY Consulting Limited (jointly and severally the “Company”, “we”, “us”, “our”) to assess your suitability for assuming the position you are applying for, to determine the remuneration and benefits package, if applicable, and to search for suitable positions and make recommendations to you (“**the Data Collection Purpose**”).

- The Company may disclose your personal data to third parties (whether within or outside Hong Kong) in the following specific circumstances: -
 1. It may, for the Data Collection Purpose, be provided to:
 - (a) Clients of the Company who engage us for our staffing, outsourcing and consulting services;
 - (b) The Company’s associated or affiliated organisations or related corporations, and their respective subsidiaries / other business entities under their control in the business of providing staffing, outsourcing and consulting services;
 - (c) Clients of the companies or business entities in (b) above who engage such companies or business entities for their staffing, outsourcing and consulting services.

 2. We may disclose your personal data to companies and individuals we employ to perform business functions and services on our behalf. Such functions will be limited to analysing and formatting data, hosting our web servers, providing information technology, legal, accounting, survey and mass-mailing (electronic or otherwise) services.

 3. We may disclose your personal data to the extent necessary or appropriate to government agencies, our legal advisors, and other third parties in order to comply with the applicable laws or the service of legal process, or if we reasonably believe that such action is necessary to (a) comply with the law requiring such disclosure; (b) establishing, exercising or defending our legal rights, or that of our affiliated companies, in Hong Kong; or (c) prevent a crime, protect the personal safety of members of the public.

(Jan, 2022)

4. If you apply for employment with a third party, whether through us or otherwise, and if you have been employed by us, we may give personal reference to such third party.
- The provision of personal data in the process of your application is voluntary. However, failure to provide sufficient data may affect the processing and outcome of your application.
 - Applicants are requested to provide photocopies of certificates, transcripts, reference letters and other relevant documents to support information on this form. These copies are not returnable and will be verified in due course
 - Normally, we will retain your personal data for as long as we need to in order to fulfil the Data Collection Purpose which is an ongoing purpose. The collected personal data will be destroyed and/or anonymized as soon as it is reasonable to assume that (i) the purpose for which that personal data was collected is no longer being served by the retention of such personal data; and (ii) retention is no longer necessary for any other legal or business purposes.
 - Under the Personal Data (Privacy) Ordinance, you may request access to and/or correction of your personal data in relation to your application. Requests can be made by emailing our Data Protection Officer at info_hk@persolkelly.com, or notifying our Data Protection Officer at +852-2281-0099. You may also complete and submit a Data Access Request Form and/or a Data Correction Request Form (as the case may be) issued by the Office of the Privacy Commissioner for Personal Data to our Data Protection Officer. An administration fee will be imposed for complying with the request.
 - All information provided will be treated in strictest confidence. Appropriate security arrangements will be taken to prevent any unauthorized access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your personal data. However, we cannot assume responsibility for any unauthorized use of your personal data by third parties which are wholly attributable to factors beyond our control.
 - We will not use your personal data for direct marketing without your consent. Where you have asked us to do the following, or have otherwise given us your consent to do the following, we may periodically use your personal data to send you updates via e-mail in order to alert you to promotional opportunities or services relevant to your interactions with us, such as jobs in our database that match your selected criteria. Each notification will provide instructions on how to opt out of receiving similar e-mails from the registered service or resource.
 - Our Privacy Policy statement can be found at [here](#).