

PERSONAL INFORMATION COLLECTION STATEMENT

(People & Culture - Human Resources – Recruitment PICS)

1. Sun Hung Kai & Co. Limited (“**SHK&Co.**”) respects the privacy of individuals and is committed to comply with the Personal Data (Privacy) Ordinance (Cap. 486) (the “**PDPO**”) as per its policy. This statement informs you (the “**Applicant**”) of the purpose of which the Applicant’s personal data collected by SHK&Co. in connection with his/her application for employment will be used following collection, to whom it will be transferred and who is to handle data access/correction requests.
2. In order to be considered for employment by SHK&Co., the Applicant will be asked to provide SHK&Co. with personal information, e.g. the Applicant’s name, address, contact details, resume, education background, employment history, referees and results of employment checks.
3. When providing SHK&Co. with the data, the Applicant represents that such information is accurate, complete, up to date and true and is supplied for the sole purpose of seeking job or employment vacancies or positions. If the data provided are inaccurate or incomplete, the Applicant’s application may not be processed.
4. Applicant’s personal data held by SHK&Co. Group will be kept strictly confidential and only disclosed to the Authorized Persons (as defined below).
5. The personal data provided by the Applicant will be used by SHK&Co. and/or its subsidiaries and/or their authorized third parties which are involved in the recruitment and employee vetting process (the “**Authorized Persons**”) to:
 - (i) assess the Applicant’s suitability for assuming the applied position;
 - (ii) communicate with the Applicant in relation to his/her application;
 - (iii) conduct employment checks, background screening/vetting;
 - (iv) comply with any legal or regulatory obligations; and
 - (v) determine the remuneration and benefits package for the Applicant, if applicable.

The personal data may also be used for the purpose of recruitment for a similar or different post within the SHK&Co. group.

6. If the Applicant’s application is successful, the personal data provided will be transferred to employee’s personal file and be further used by SHK&Co. group or the Authorized Parties for the following purposes:
 - (i) employment or residual employment related purpose as appropriate;
 - (ii) carrying out performance reviews and appraisals;
 - (iii) payroll functions and paying and reviewing remuneration and benefits and entitlements;
 - (iv) applying for work permits, licences and/or registrations on the Applicant’s behalf;
 - (v) workforce planning and talent management including training, assignments or transfers, scheduling, staffing, resource allocation, reporting, career development activities;

- (vi) providing employee references and recommendations with the Applicant's consent;
and
 - (vii) disciplinary matters, grievances and terminations.
7. Should the application be unsuccessful, the Applicant's personal data and test paper (if any) will be retained for not more than two (2) years from the date of the last interview/test attended.
8. The Applicant understands and agrees that, should the Applicant be employed by SHK&Co. group, SHK&Co. group may retain his/her personal data for a maximum period of seven (7) years from the date when the employee's employment with SHK&Co. group ceases, provided that the personal data may be retained for a longer period if there is a subsisting reason that obliges SHK&Co. to do so or if it is required or permitted under applicable law, or the data is necessary for SHK&Co. to fulfil its contractual, legal or regulatory obligations.
9. The Applicant may make a request to access to, and to request correction of, his/her own personal data. Such request should be made in writing and addressed to:
- People & Culture Department
42/F, Lee Garden One
33 Hysan Avenue
Causeway Bay
Hong Kong
Email: hr@shkco.com
Re: Personal Data Related Request
10. Under the PDPO, SHK&Co. has the right to charge a reasonable fee for processing Applicant's data access request.