

Personal Information Collection Statement (PICS) for Staff

This is a personal information collection statement under the Personal Data (Privacy) Ordinance (“the Ordinance”).

1. Purpose of Collection

The personal data provided by you to The Hong Kong Polytechnic University (“PolyU”) will be collected, retained, processed, used and transferred (within or outside of Hong Kong) for the following purposes:

- Processing your appointment and progression, including workforce management and supervision;
- Administering your compensation and benefits;
- Facilitating performance appraisals, career development activities and disciplinary matters;
- Enabling PolyU to make tax returns and to comply with any appropriate statutory or regulatory filings or submissions;
- Conducting statistical analysis, research, surveys, quality assurance and review;
- Implementing PolyU’s policies and monitoring compliance with the same;
- Facilitating communications between PolyU and you;
- Enabling PolyU to obtain and maintain any business licence, permit or authorization;
- Enabling PolyU to comply with any applicable procedures, laws, regulations or court orders (in each case whether in Hong Kong or overseas), to comply with any requests by any governments, statutory, regulatory or law enforcement authorities, and to comply with valid legal processes and ordinances obligations; and
- Other purposes directly relating to any of the above.

2. Requirement to Provide Data

You are required to provide the personal data other than those items indicated as optional. Failure to provide such data may lead to PolyU not being able to process and administer the human resources and management functions, including the provision of employee benefits for you and your dependants.

3. Disclosure and Transfer of Personal Data

PolyU may transfer your personal data to agencies, service providers or contractors engaged in activities on behalf of PolyU within or outside Hong Kong in connection with any of the purposes set out in Section 1.

Your personal data may be retained in an electronic database in order to facilitate the purposes set out in Section 1.

PolyU may disclose your personal data when required by law and in response to requests from law enforcement agencies, government departments or regulatory authorities or where required to protect PolyU’s rights or properties.

4. Access and Correction of Personal Data

You have the right to request access to and correction of your personal data held by PolyU. Any data access and correction requests according to the Ordinance should be made in writing to the Director of Human Resources, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong. A fee will be imposed by PolyU for processing your data access request.

5. Privacy Policy Statement

You may refer to https://www.polyu.edu.hk/web/en/privacy_policy_statement/ for the Privacy Policy Statement of PolyU.