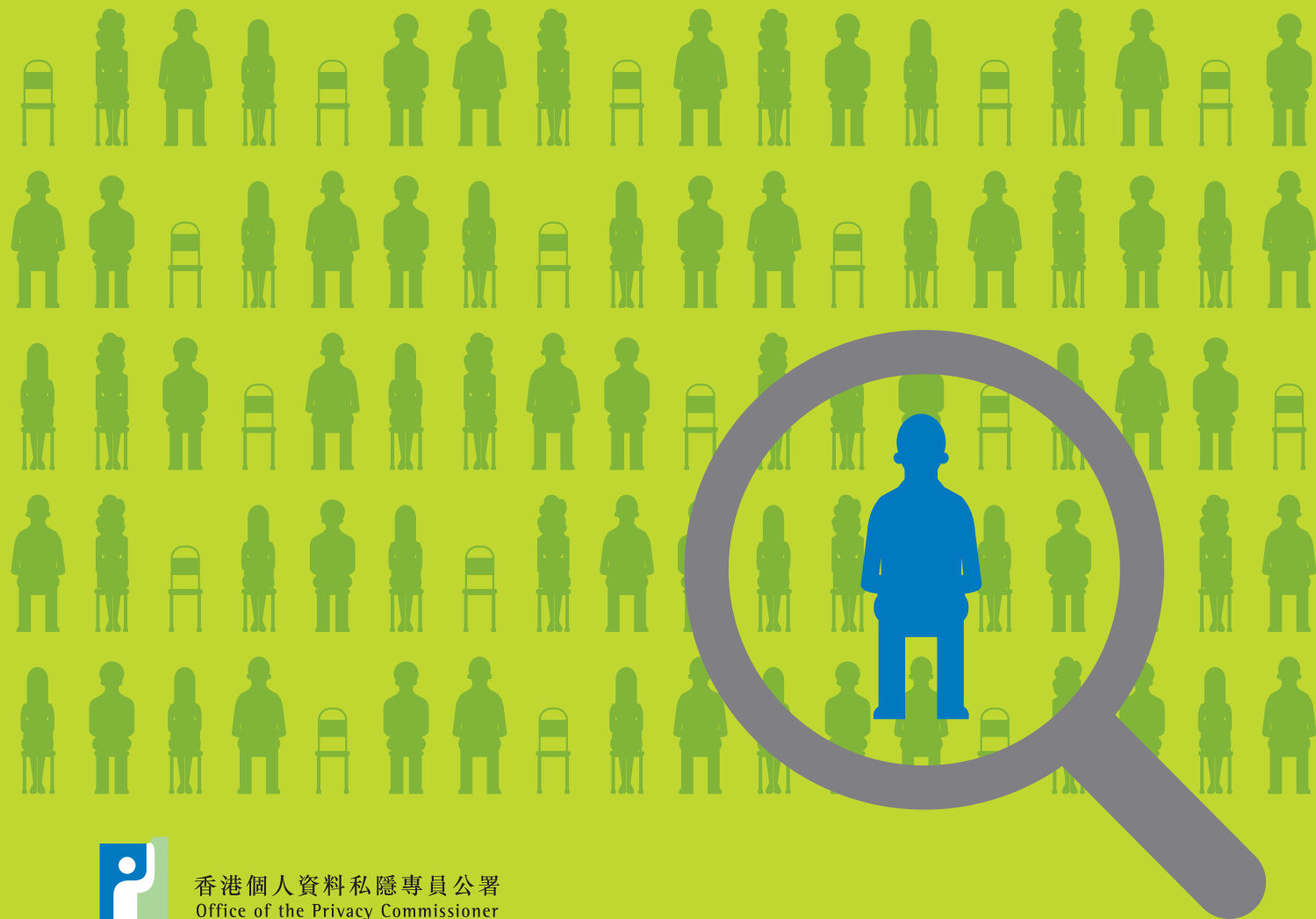


Personal Data is Essential  
Protect Your Privacy

**Job  
Seeking**



香港個人資料私隱專員公署  
Office of the Privacy Commissioner  
for Personal Data, Hong Kong

**Job applicants should be cautious in providing their personal data to prospective employers to safeguard their data privacy rights.**

## **Know the Advertisers**

- Do not send résumé to any organisations or individuals that posted recruitment advertisements without disclosing their identities (Blind Advertisements).

**First Company**

**Requires a Sales Person**



F.5 or above  
1-2 years of experience in product sales

Please send résumé to PO Box No.100  
Personal data collected will be used for  
recruitment purposes only

**Company Assistant**



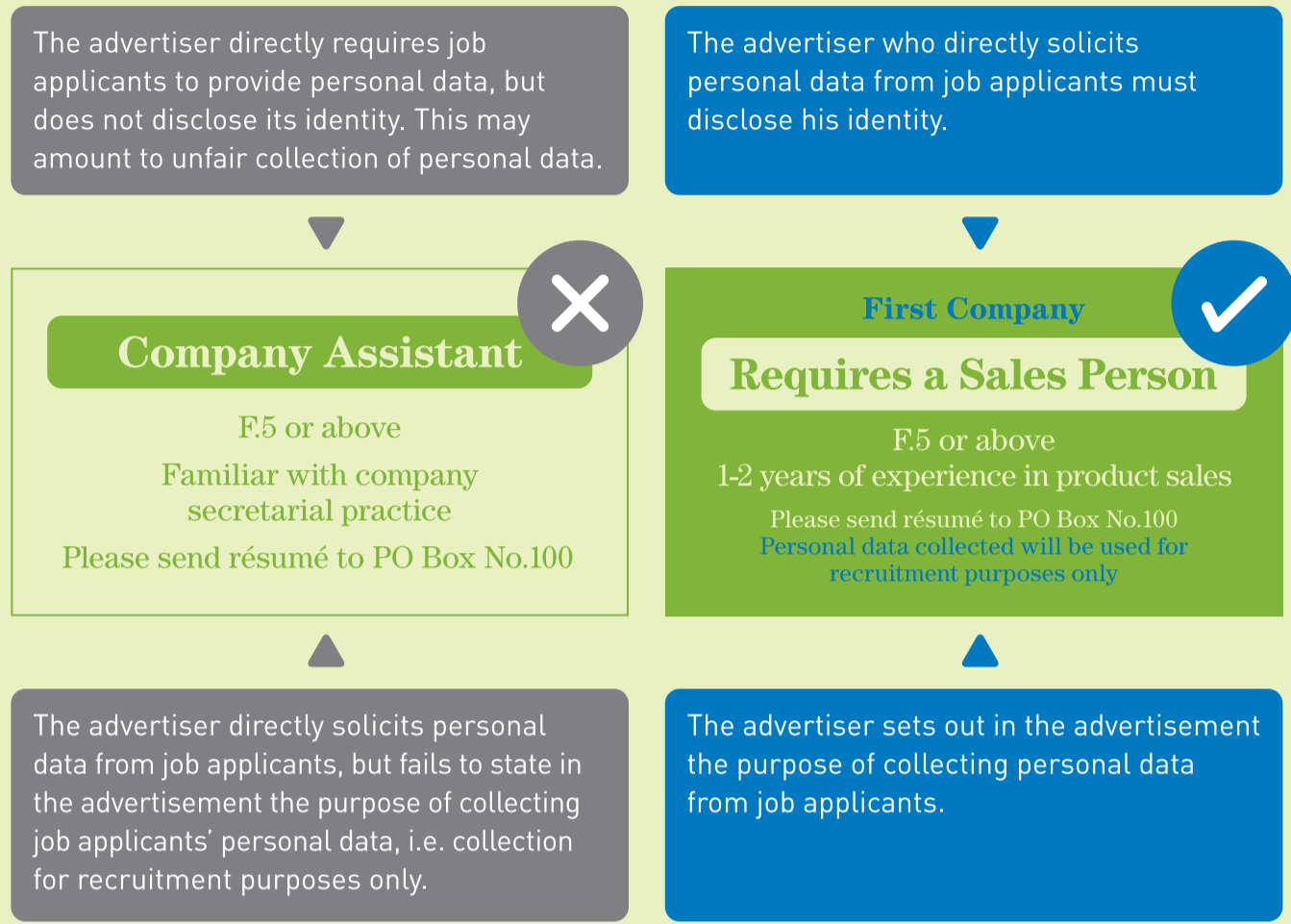
F.5 or above

Familiar with company  
secretarial practice

Please send résumé to PO Box No.100

## Understand the Purpose of Data Collection . . . . .

- Read any “Personal Information Collection Statement” in the recruitment advertisements to find out the purpose for which the personal data is to be used. If advertisers directly solicit personal data from job applicants, the advertisements should contain a statement to the effect that “Personal data collected will be used for recruitment purposes only”.



## Do Not Provide Excessive Personal Data . . . . .

- During recruitment process, prospective employers need to collect the personal data of job applicants for selection of suitable candidates. However, job applicants should not blindly follow the prospective employers' instructions and provide personal data that is not necessary for the selection purpose. For example, in usual cases, job applicants need not provide:
  - 1. Bank account information**—Reason: prospective employers will not give salaries to job applicants at the recruitment stage.
  - 2. Credit card information**—Reason: credit card information is not related to the selection of suitable persons.
- During recruitment process, prospective employers may view applicants' identity card for identification purpose.
- Prospective employers should not collect copies of applicants' identity cards unless and until applicants have accepted the employment offer.

## Personal Data that is Relevant to the Selection Assessment . . . . .

Identify the job applicant

Contact the job applicant

**First Company**  
**Job Application Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Academic Qualification: \_\_\_\_\_

Work Experience: \_\_\_\_\_

Skills: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

**Personal Information Collection Statement**

Assess the suitability of the job applicant

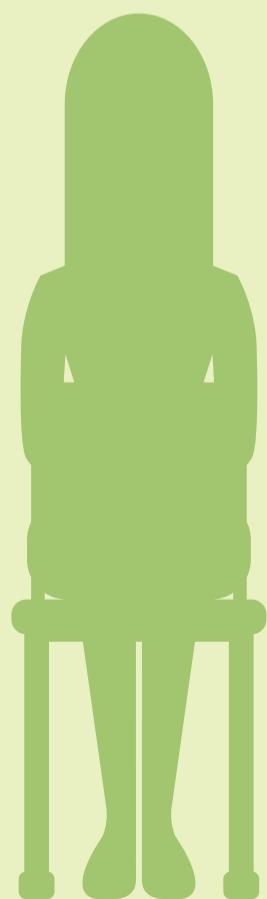
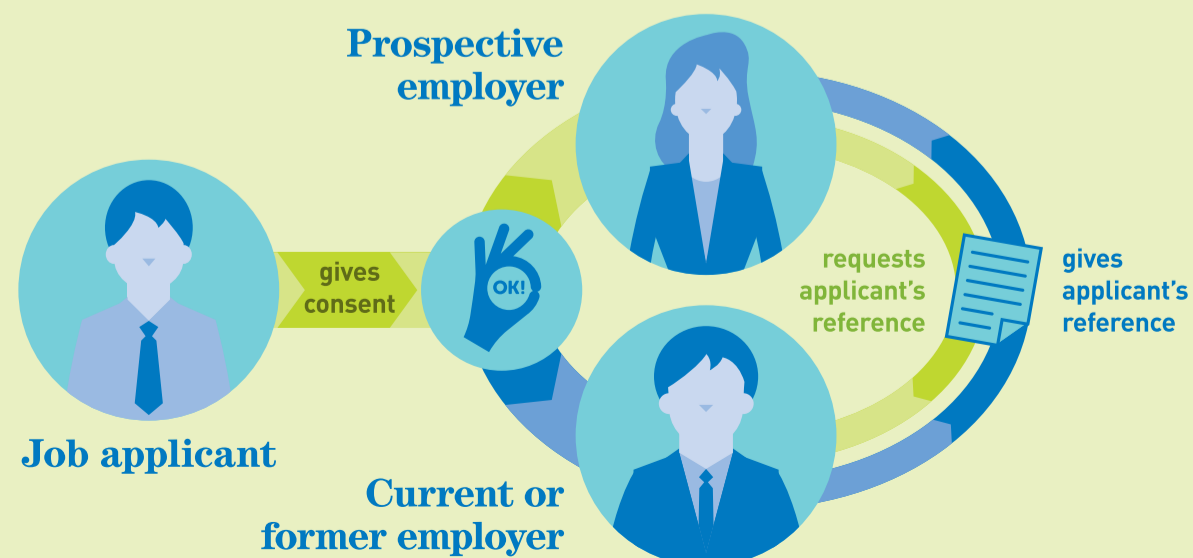
- On or before collection of personal data, the prospective employers have to inform (which can be done by way of a Personal Information Collection Statement) job applicants at least the following information:
  - 1. Purpose of collection of personal data;**
  - 2. Classes of persons to whom the data may be transferred;**
  - 3. Whether it is obligatory or voluntary to supply the data and, if obligatory, the consequences for failing to supply the data; and**
  - 4. The applicant has the rights to request access to and correction of data (and the name / job title and address of the individual to whom such requests may be made).**

## Personal References . . . . .

- For selection of suitable candidates, prospective employers may obtain references from job applicants' current or former employers.

### Reminder:

Any employer (prospective employer, current or former employer) should obtain the applicant's consent before requesting / giving reference to other parties.





香港個人資料私隱專員公署  
Office of the Privacy Commissioner  
for Personal Data, Hong Kong



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Fax: (852) 2877 7026

Address: 12/F, Sunlight Tower,  
248 Queen's Road East,  
Wanchai, Hong Kong

Website: [www.pcpd.org.hk](http://www.pcpd.org.hk)

Email: [enquiry@pcpd.org.hk](mailto:enquiry@pcpd.org.hk)

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