

關於《個人資料〔私隱〕條例》的通知 〔應徵者適用〕

1. 台端在向本行提供任何個人資料之前，請閱讀本通知。
2. 為遵守個人資料〔私隱〕條例及其他有關法例的規定，以及達致保障個人私隱的目的，特制訂本通知以申明本行對有關僱傭方面的個人資料之搜集、儲存、使用、保安的基本政策。

本行持有有關僱傭方面的個人資料種類及使用目的

3. 本行持有有關僱傭方面的個人資料種類包括：資料當事人的基本個人資料、個人履歷、薪酬福利資料、培訓資料、在本行及中銀香港及其附屬公司的升遷過程和工作經歷、考核資料、考勤資料等等，及為了完成與僱傭關係和人事管理工作相關的各項目的而收集的其他個人資料。
4. 本行收集第3點所列的個人資料，是為了完成與僱傭關係和人事管理工作相關的各項目的。
5. 本行將不時檢討所持有有關僱傭方面的個人資料的使用情況，確保不違反原來的使用目的。

有權使用個人資料的人士/機構

6. 為配合人力資源管理工作需要，本行會視實際情況，把 台端的個人資料，轉移至本行、中銀香港及其附屬公司有關單位(包括香港以外的地方)。
7. 為符合有關法例的要求，本行亦會把 台端的個人資料轉移至政府有關部門。
8. 為完成與僱傭關係和人力資源管理工作相關的各項目的， 台端的個人資料亦會被提供予本行以外的一些向本行提供服務的機構/人士。
9. 如獲得 台端的書面同意，本行可把 台端指定的個人資料提供予 台端指定的其他機構。

提供個人資料的責任

10. 台端在向本行提供個人資料時，請確定所提供的個人資料是完整和正確無誤。
11. 台端如不能提供本行需要的有關僱傭方面的個人資料，則本行將無法開展與 台端有關的各項人事管理工作，而且本行與 台端之僱傭關係亦可能受到影響。由 台端提供的個人資料，如屬錯誤或已過時， 台端有責任儘快通知本行。如 台端在提供資料時該資料已屬錯誤，或未能及時提出要更正已過時的資料，而令本行作出錯誤的結果及造成的任何影響，本行概不負責。

個人資料的保安政策

12. 本行將採取切實可行的步驟以確保所收集的和所持有的個人資料是準確的。
13. 除非本文另有規定，或得到 台端的同意及符合法例的規定， 台端的個人資料不會用於與僱傭關係和人事管理工作無關的用途上。
14. 本行會提供適當的培訓、指導，以及採取切實可行的步驟，藉以提高各員工對保障個人資料私隱的意識，確保本行所持有的個人資料得到保障且不會受到未獲准許的或意外的查閱、使用或刪除。
15. 當已完成全部與僱傭關係和人事管理工作相關的各項目的後，有關的個人資料將被銷毀。

查閱和改正的權利

16. 台端有權向本行查詢是否持有 台端的個人資料，並提出查閱要求。
17. 台端如認為本行所持有的個人資料是不正確，可要求本行改正。
18. 根據《個人資料(私隱)條例》的規定，本行有權就處理任何查閱個人資料要求收取合理費用。
19. 在符合《個人資料(私隱)條例》規定的情況下，本行將會依從 台端提出關於查閱或改正個人資料的要求。
20. 任何關於查閱或改正資料申請，或對本行的有關僱傭方面的個人資料政策及實務做法有疑問，可向以下人士查詢：

僱傭個人資料保障主任：黃惠嫻小姐/周潔華小姐	
地	地：香港德輔道中151號11/F 人力資源處
電話	碼：2852 0993 / 2852 0987
傳真	碼：2545 5488

Nanyang Commercial Bank (the “Bank”)
Notice to applicants related to Personal Data (Privacy) Ordinance (the “Ordinance”)

1. Please read this notice carefully prior to supplying any personal data to the Bank.
2. To comply with the Ordinance and be respect to the privacy of personal data provided by you in connection with your application, the Bank set up this notice to explain how your data will be collected, maintained, used and protected.
3. The bank will keep your personal information including the personal particulars, previous employments, salary, compensation, training history as well as the internal movement, performance appraisal, attendance records within the Bank and Bank of China (HK) holding plus the data collected to fulfill the purposes relating to the employment issues or facilitating HR management.
4. The aim of collecting the data stated in point (3) is to fulfill the purposes in relation to the employment issues and facilitating the HR management.
5. The bank will review the usage of personal data to ensure such data will not be used for any purposes other than the data that were to be used at the time of collection.
6. To cater for the actual needs of HR activities, your personal data maybe disclosed within the Bank, Bank of China (HK) holding or other associate companies within as well as outside Hong Kong.
7. To comply with the related ordinance, the Bank may also disclose your data to the related governmental departments.
8. To fulfill the purposes of facilitating well in HR management and employment issues, your data may also be disclosed to the parties and organizations, which provide services to the Bank.
9. You have the right to ask the Bank to disclose your data to an assigned organization by written request.
10. You should ensure that all data provided to the Bank is accurate and complete.
11. Failure to supply such data as and when necessary will result in the Bank being unable to process your employment application, or administer your employment with the Bank properly. The relationship between you and the bank may also be affected. You have the responsibility to keep the Bank informed should any personal data you provided in the past is not accurate and up-to-date. The Bank will not be responsible for any mistakes or adverse effects caused by the inaccurate information provided by you at the moment of collection or should you fail to keep the Bank updated of such data.
12. The Bank will take all practical steps to ensure that the personal data collected and held is accurate.
13. The Bank will not use the data for any purpose not related to the employment or HR management issues without further notice or upon your agreement or allowed by the applicable Hong Kong law.
14. The Bank will provide adequate training, coaching and take all necessary steps to enhance the sense of staff in protecting the data in order to ensure such data held by the Bank is being protected and will not be accessed, used or destroyed accidentally by the unauthorized person.
15. The Bank will destroy the personal data upon fulfilling all purposes in relation to the employment and HR management issues.
16. You have the right to check whether the Bank holds your personal data and request to get access to such data.
17. You have the right to require the Bank to correct any data relating to you which is inaccurate.
18. In accordance with the Ordinance, the Bank has the right to charge a reasonable fee for processing any request to access to the personal information.
19. The Bank will follow your request to access or correct any personal data without violating the Ordinance.
20. Request for access to data or correction of data or any enquires for the Bank’s information respecting policies and practices and kinds of data held should be addressed to:

Personal Information Protection Officers:	Ms Elisa Wong / Ms Jennifer Chow
Address:	11/F HR Division, 151 Des Voeux Road Central, Central
Contact No.:	2852 0993 / 2852 0987
Fax No.:	25455488