

Personal Information Collection Statement

CLP Holdings Limited, its subsidiaries and affiliates (“CLP”, “us”, “we”) is committed to implementing the requirements of the Personal Data (Privacy) Ordinance (Ordinance) and all other applicable laws, rules and regulations relating to data privacy by taking all reasonable steps to safeguard job applicants' personal data from unauthorised access, processing, erasure or other use during collection, holding, processing, using and transfer.

This statement explains our responsibilities and job applicants' rights with regard to their personal data.

Collection of Personal Data

CLP collects and processes applicants' personal data for review of employment opportunities with CLP, and if successful, for employment with CLP. Apart from provided directly by the applicants, these personal data may also be collected through third parties, such as professional recruiting firms, applicant's references, past employers, and employment background check providers, etc.

The personal data CLP collects also include the applicants' academic background, professional qualification, past employment history, employment tests results, contact information, etc.

Use of Personal Data

We use applicants' personal data for legitimate human resources purposes. It includes evaluating the applicants' suitability for employment through selection tests, assessment interviews, background checks, etc. either directly by CLP or through a third party; determining the preliminary remuneration and benefits package to be offered for the successful applicant; and if the employment offer is accepted, converting the personal data so collected to be our personnel records.

Furthermore, we may process personal data to comply with our legal obligations.

We process applicants' personal data for the purposes described above (i) when necessary to assess applicants' suitability for employment; (ii) if suitable, enter into an employment contracts with applicants; (iii) when necessary for us to comply with a legal obligation; and/or (iv) when necessary for the purposes of our legitimate interests as a recruiter and employer.

Transfer of Personal Data

CLP may disclose applicants' personal data to third parties such as related companies, joint venture, partners, agents, independent contractors and business associates if it is necessary for any of the purposes stated above, provided that such third parties are under a duty of confidentiality and that they may only use the data for the purposes for which they are supplied.

CLP will disclose data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or other government and regulatory authorities.

Job Applicants' Rights and Obligations

Applicants are not required to provide their personal data to CLP. However, in the event that applicants do not provide accurate, complete and updated personal data, CLP may not be able to process their application properly or at all.

Applicants are entitled to be informed whether we hold any of their personal data, and to request access to, correct, update and request the erasure of any such data CLP may hold. Applicants also have the right to object to the processing of their data where CLP is relying on its legitimate interests as the legal ground for processing.

If applicants wish to request to access, correct, update or erase any of their personal data held by us, or object to the processing of their personal data, they should submit their request(s) in writing to our Human Resources manager, via email to ghr@clp.com.hk.

Retention Policy

Personal data of successful applicants collected during the recruitment process will become part of their personnel records and will be used for employment purposes.

It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of up to 24 months. When there are relevant vacancies within CLP during that period, we may transfer selected applications to the relevant part of CLP for consideration of employment.

Privacy Policy Statement

Applicants may refer to the [CLP's Privacy Policy Statement](#) for the CLP's policies and practices in relation to personal data.

If you have any questions about this Personal Information Collection Statement and CLP's Privacy Policy, please address your enquiries to ghr@clp.com.hk.

Revised: May 2018