



## THE PRINCE PHILIP DENTAL HOSPITAL

### **Statement of Collection of Personal Data from Applicants for Employment**

Applicants must read this Statement before providing any personal data to The Prince Philip Dental Hospital (PPDH).

1. PPDH will ask applicants for their personal data direct, or with their consent, obtain such data from a third party (e.g. from applicants' current and/or previous employers for a reference/ a copy of performance appraisal report(s) on them, or from the relevant Government departments/ statutory bodies/ education institutions for a copy of their records on academic/ language/ professional qualifications) for consideration of appointment and other employment-related administration matters at PPDH.
2. When providing personal data to PPDH, applicants must make sure that the personal data are accurate, complete and clear. If applicants fail to provide PPDH with the information as requested, or the information provided by the applicants is not clear enough to demonstrate that they have met the minimum qualifications, training, working experience or requirements specified for the post being applied for, their applications may not be considered. PPDH has no obligation to seek clarification with applicants for any inaccurate, incomplete or unclear information provided by them.
3. PPDH will use, disclose or transfer applicants' personal data for purposes relating to their applications, other employment-related administration matters or other related purposes; or where permitted by law. Applicants' personal data may be made available to the following parties:
  - (a) appropriate persons in PPDH and/or the University of Hong Kong;
  - (b) applicants' current and/or previous employers for employment reference check;
  - (c) medical institutions entrusted by PPDH to conduct physical check on applicants;
  - (d) Government departments/ statutory bodies/ education institutions for qualifications assessment; or
  - (e) Government departments/ statutory bodies when the PPDH is required to provide by virtue of laws.
4. Unless with the prior consent of the applicants, PPDH will not use, disclose or transfer their personal data for any purposes other than the purposes stated in (3) above.
5. Personal data of successful applicants will be kept as part of the employees' personal records. Employees may refer to the "Statement of Collection of Personal Data from Employees" for further details. As for those applicants who are on the waiting list for appointment, their personal data will be kept for 12 months from the date of PPDH's notification letter, while other applicants' personal data will be destroyed within six months after the interview or within nine months after the closing date of the application, whichever is later.
6. If applicants wish to access to or correct their personal data, or obtain a copy of which, they are requested to write to the Hospital Administrator of PPDH by fax (2517 4179), by email (hr@ppdh.org.hk), or by post (The Prince Philip Dental Hospital, 34 Hospital Road, Hong Kong). A reasonable photocopying charge will be charged for making copy of personal data.