

## 個人資料紀錄通知書

在向恩慈社會服務中心(本機構)提供任何個人資料之前，請閱讀本通知書。

本機構會將你提供的個人資料，作為有關你受僱／可能受僱於本機構的用途。

當你提供這些個人資料時，請確保這些資料是準確及完整的。如果你不向本機構提供所需的資料或你提供錯誤／不完整的資料，你受僱／可能受僱於本機構的情況將會受到影響。

同時，請注意你的個人資料可能會被本機構交予：

- 本機構內的有關人士；
- 需要該等資料作為你受僱或服務於本機構的任何其他有關人等或機構；
- 根據法例本機構得按法例的要求及指明的用途和目的提供該等資料予任何有關政府部門／適當的機構；或
- 在法律容許或授權的情況下。

本機構將會在得到你的同意後，才使用你的個人資料作為其他目的。

如果你希望根據《個人資料(私隱)條例》要求查閱和／或改正你的個人資料，請將你的要求以書面寄交恩慈社會服務中心 人力資源部負責人

香港 新界 大埔 安埔里2號 新興花園商場55室

## PERSONNEL RECORDS NOTICE

Please read this notice before you provide any personal data to Kindness Social Services Center.

The personal data provided by you will be used by Kindness Social Services Center for purposes relating to your employment/prospective employment with Kindness Social Services Center.

When you provide personal data to us, please make sure that the data are accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment with Kindness Social Services Center will be affected.

Please also note that your personal data may be made available to:

- appropriate persons in Kindness Social Services Center;
- any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of services to Kindness Social Services Center;
- any relevant government departments/appropriate authorities when Kindness Social Services Center is required to provide them under the relevant legislation for use for the purpose of that legislation; or
- where permitted or authorized by law.

We will obtain your consent before using your personal data for any other purposes.

If you wish to require access to and/or correction of your personal data, you may do so under Personal Data (Privacy) Ordinance. Such request should be made in writing and addressed to:

Kindness Social Services Center , Person in charge of Human Resources Branch

Shop 55, Sun Hing Garden Shopping Mall, No.2 On Po Lane, Tai Po, New Territories, Hong Kong.