

The Ultima Products HK Limited

PERSONAL INFORMATION COLLECTION STATEMENT FOR EMPLOYMENT PURPOSES

1. This Personal Information Collection Statement (“**PICS**”) outlines how your personal data will be managed in accordance with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong; the “**PDPO**”).
2. Please read this PICS so that you know and understand the purposes for which we may collect, use and/or disclose your personal data.
3. We are committed to protecting the privacy, confidentiality and security of the personal information we hold by complying with the requirements of the PDPO with respect to the management of personal information. We are equally committed to ensuring that all our employees and agents uphold these obligations.
4. “Personal data” means any personally identifying information or sensitive data from which it is practicable for the identity of an individual to be ascertained, such as: name, age, gender, photo image, address, contact details, HKID card or passport/entry permit numbers, education background, academic records, professional qualifications and employment history and references.
5. This PICS is provided by The Ultima Products HK Limited for the purposes of complying with the notification requirements under the PDPO when collecting personal data. It should be read in conjunction with The Ultima Products HK Limited’s Data Privacy Policy.
6. The information collected from you relating to your application for an employment position with The Ultima Products HK Limited will be used for the purposes of assessing, inter alia, your eligibility for the position applied, due diligence on your academic qualifications and/or past employment records, professional standing qualifications, judicial/ law enforcement/ professional body records, and your references/ referees.
7. Please note that it is not mandatory to supply your personal data for the purposes of your employment application. However, please note that if you do not provide us with your personal data, we may not be able to consider your employment application further.
8. Subject to your consent, your personal information will be transferred or disclosed to third parties outside of the group of companies of The Ultima Products HK Limited. [Where personal information is passed to third parties, these transferees only include the institution(s)/ individual(s) relevant to your academic, professional standing, law enforcement, and your referees, which are involved in the recruitment and employee vetting process.]

If you do not wish The Ultima Products HK Limited to provide your personal data to third parties for use as described above, you may indicate your objection(s) by ticking the box(es) below:

I do not agree with The Ultima Products HK Limited providing my personal data to third parties for use as set out above

9. All personal data we collect will be stored only for a duration that is relevant to the purpose for which it is collected and for as long as permitted or required by the PDPO.
10. You have the right to request access to and correction of information held by us about you.
If you wish to access or correct your personal data, please contact our data protection officer at info@ultimaproducts.hk.
11. This PICS may from time to time be revised, or otherwise changed as The Ultima Products HK Limited deems necessary but The Ultima Products HK Limited will endeavour to give you advance notice of any such revision or change where practicable.

Signed by:

Name:

Date: