

Personal Information Collection Statement (“PICS”)

This PICS is made by the Insurance Authority (“IA”) to comply with the notification requirements of the Personal Data (Privacy) Ordinance (Cap. 486) (the “PDPO”). You are advised to read it carefully as it sets out the policies and practices of the IA with regard to your personal data (as defined in the PDPO), the purposes for which the IA may collect and use your personal data and the persons to whom your personal data may be transferred.

Purpose of Collection

The personal data provided in (and in support of) the relevant recruitment, employment, human resources or work-related applications or processes or matters by you or by any third parties or collected by the IA during the term of employment (if applicable) for those applications or processes or matters may be used and held by the IA for one or more of the following purposes:

- (1) to facilitate the relevant recruitment, employment, human resources or work-related applications or processes or matters including:
 - (i) to match the applicants or employees with job vacancies, schedule interviews and notify the results of the applications or processes;
 - (ii) to assess the suitability of applicants or employees for a vacancy or promotion with the IA;
 - (iii) to make enquiries, check, verify and obtain relevant records from relevant institutions / agencies regarding academic or professional qualifications;
 - (iv) to make enquiries, check, verify and obtain reference(s) from related parties such as previous employer(s), administrative/ regulatory/ governmental/ judicial bodies or authorities, law enforcement agencies etc.;
 - (v) to negotiate with and make offers of employment to selected applicants or employees;
 - (vi) to monitor, supervise and manage the performance and continued suitability of applicants or employees;
 - (vii) to liaise with the applicants or employees for recruitment, employment, human resources or work-related purposes;
 - (viii) to maintain the employment relationship between the IA and the employees and to support the IA’s organizational, employment or human resources or work-related training, planning or development;
 - (ix) to arrange and provide payments, benefits, employment welfares, insurance and related services (if any) or to make compensation to employees including group medical insurance, medical services arranged for applicants or employees (if any), mandatory provident funds schemes or other pension or retirement scheme payments in compliance with the relevant prevailing statutory or legal requirements;
 - (x) to process and report the data for tax or audit purposes and filing tax returns;
 - (xi) to process and provide job or employment reference;
- (2) to administer any other residual recruitment, employment, human resources or work-related matters for the IA from time to time;
- (3) for any data analytics, statistical and research purposes; and/or
- (4) any other purposes as permitted by the laws of Hong Kong.

You are obliged to supply the personal data as requested by the IA from time to time for the above purposes (including the processing of the relevant recruitment, employment, human resources or work-related applications or processes or matters). Failure to provide all or part of the requested personal data may affect the IA’s handling or the outcome of the relevant applications or processes or matters or the IA’s exercise of rights or duties in relation to the above purposes.

Transfer/Matching of Personal Data

In performing the IA’s functions under the relevant laws and regulations, your personal data held by the IA may, for such purposes, be disclosed or transferred to any third parties, such as, the IA’s members, employees, agents, consultants or advisors who are involved in the above purposes, or other service providers or contractors such as the IA’s insurers, bankers, medical services providers, managers and/or trustees of the provident fund or pension schemes, information technology service or support providers, recruitment or reference check agencies, educational institutions/examination bodies, in or outside of Hong Kong, and to law enforcement agencies, law courts, tribunals and committees and/or administrative/ regulatory/ government/ judicial bodies or authorities (including but not limited to the Inland Revenue Department) as permitted and/or required under the laws of Hong Kong, or pursuant to any regulatory/supervisory/investigatory assistance arrangements between the IA and such regulators/bodies (within or outside of Hong Kong), or any other persons engaged by the IA to assist it in the performance of its functions or for the above purposes.

Personal data may also be used by the IA and/or disclosed or transferred by the IA to the parties listed above for the purposes of comparing, verifying and/or carrying out a matching procedure¹ of those data.

Access to Data

Under the PDPO, you have the right to request access to and/or for correction of your personal data held by the IA. Please complete a “Data Access Request Form” (which is available at the IA’s website) and send it by post to the Data Privacy Officer of the IA at 19/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong for processing of your request. The IA has the right to charge a reasonable fee for processing any such request.

Enquiries

If you have any enquiries regarding the personal data collected, used or transferred by the IA, or requests for access to and/or correction of, your personal data held by the IA, please contact the Human Resources Section by phone at +852 3899-9635 / 3899-9638 or in writing to the Insurance Authority, 19/F, 41 Heung Yip Road Wong Chuk Hang, Hong Kong.

A copy of the IA’s Privacy Policy is made available at the IA’s website.

¹ “matching procedure” is defined in section 2 of the PDPO.