



Personal Data Collection Policy

Purpose

This Personal Data Privacy Policy is written to inform job applicants and employees of how their personal data may be collected and used by CAIS for professional purposes:

Job Applicants

To assess the suitability of candidates for a position within the School, and to determine applicable salary and benefits of successful candidates. When there are vacancies in other schools under CAIS, we may transfer your application to them for consideration of employment.

Employees

During your employment with CAIS, the School may collect personal data from you in relation to your employment for various human resource management purposes. These purposes include, but are not limited to: provision of benefits, compensation and payroll; facilitating performance appraisals, promotion and career development activities; making tax returns; and the review of employment decisions.

The personal data that we have collected may be transferred to our insurers and bankers; medical practitioners providing medical cover for employees; administrators or managers of our provident fund scheme; and other companies engaged in contractual activities on our behalf; for the above mentioned purposes for which the personal data are to be used.

It is our policy to retain certain personal data of employees when they cease to be employed by us. Such data are required for any residual employment related activities in relation to a former employee including, but not limited to: the provision of job references; processing applications for re-employment, matters relating to retirement benefits and allowing us to fulfill contractual or statutory obligations.

All employees are prohibited in circulating information, which are not placed on School's public domain and will divulge the personal data of to any person, without getting the written consent from the affected person.

Omission of Personal Data on Application Forms

The completion of all items on employment application forms and provision of all specified supplemental information is obligatory for further processing of job applications. Any omission of personal data on application forms may influence and cause delays in processing the employment application.



Data Access and Correction Rights

Under the Personal Data (Privacy) Ordinance “PD(P)O”, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please send your request in writing to Human Resources Department by email at hr@caisbv.edu.hk.

Upon request in writing from an individual whose personal data are held by the School, copies will normally be provided by not later than forty (40) days after receiving a data access request. In the event that the School is unable to provide the copy within the 40-day limit, the School will communicate that fact in writing to the person making the request before the expiry of that period and will provide the copy as soon as possible.

An employee who has been provided with a copy of personal data held by the School in compliance with a data access request is entitled to request the School in writing to make the necessary correction in respect of any data that the employee considers to be inaccurate. Subject to satisfaction of the School that data is inaccurate, necessary correction and provision of corrected data to the employee shall be completed within forty (40) days. The School will not be liable for any losses or damages that may result from provision of any incorrect or misleading information provided by the Employee.

Data Retention

Data held by the School will be retained for:

- i. no longer than two (2) years in respect of recruitment-related data about a job applicant effective from the date of rejecting an applicant, and
- ii. no longer than seven (7) years in respect of employment-related data held about an employee from the date the employee leaves employment

Unless:

- i. the individual concerned has given express consent for the data to be retained for a longer period;
- ii. there is a subsisting reason that obliges the employer to retain the data for a longer period

Data Security

All reasonable practicable measures are taken to ensure that staff handling employment related personal data are trained in the School’s personal data policies, exercise due diligence in the application of these policies, and are subject to procedures and accountabilities designed to ensure compliance with policies.