

## Personal Information Collection Statement

1. All personal data collected will be used for recruitment and employment purposes only.
2. Personal data collected for recruitment purposes will be kept confidential and be made available only for persons related to the recruitment process.
3. Provision of full and complete information in support of your application is necessary for selection purposes. Failure to provide any of these data may affect the processing and outcome of your application.
4. Under the Personal Data (Privacy) Ordinance, you may request access to, and/ or correction of your personal data in relation to your application by sending your request in writing to:

By Post: Human Resources Department  
332 Nam Cheong Street  
Kowloon, Hong Kong; or

By Email: [hr@nlpra.org.hk](mailto:hr@nlpra.org.hk); or

By Fax: 3552 5367

The Association may charge a reasonable fee for access to/ correction of your personal data.

5. Applicants may be considered for other suitable positions in the Association and all personal data of unsuccessful applicants will be retained for a maximum of **24 months** from the date of collection.

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## 收集個人資料聲明

1. 本會所收集的個人資料只作招聘及受聘用途。
2. 收集之個人資料均會保密處理，並只會轉交予負責招聘之相關人士作甄選用途。
3. 申請人須提供充足及完整的資料以支持職位申請。如未能提供此等資料，申請處理及結果可能會受影響。
4. 根據《個人資料(私隱)條例》，申請人可透過郵寄、電郵或傳真，以書面方式向人力資源部查閱或更改關於其職位申請的個人資料。

郵寄： 香港九龍南昌街 332 號人力資源部；或

電郵： [hr@nlpra.org.hk](mailto:hr@nlpra.org.hk)；或

傳真： 3552 5367

本會對申請人所查閱或更改的個人資料，將收取相關費用。

5. 本會保留最終未獲取錄的申請人資料，為期不超過 **24 個月**，以作本會考慮其他合適空缺。