

PICS

## **PERSONAL INFORMATION COLLECTION STATEMENT (PICS) - JOB APPLICANT**

(Version: Jul 2015)

This Personal Information Collection Statement applies to all those applying for employment at The Dairy Farm Company, Limited 牛奶有限公司, including all of its branches and subsidiaries ("**Dairy Farm**"). "We", "us" and "our" shall refer to Dairy Farm as applicable. This PICS should be read in conjunction with the Personal Data Privacy Policy for Dairy Farm.

We recognise the importance of your privacy and maintaining the confidentiality of your personal information. This Privacy Policy sets out how we may collect, use and disclose your personal information. This Privacy Policy is governed by and observes the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong, and the Macau Personal Data Protection Act (Law No. 8/2005) in Macau (the "**Ordinances**") (as the case may be).

### **1. COLLECTION OF PERSONAL DATA**

- i. Your privacy is important to us and we have taken steps to ensure that we do not collect more information from you than is necessary to consider your application.
- ii. We may ask you to provide personal information when you apply for a job with us via our recruitment website <http://joinus.dairyfarmgroup.com>, or when you fill in an application form at one of our stores or recruitment centre, or when you apply through our distribution centres located at Asia Terminal Logistics Centre (ATL) and Wellcome Fresh Food Centre (WFFC). The data ("**Personal Data**") that we may ask you to supply includes, without limitation, salutation, full name, nationality, HKID and/or passport number, place of birth, address, telephone number, email address, details of your current employment including name of employer, job title, current salary and salary expectations, details of your education and qualifications, details of your work history including job title, length of service, details of any criminal convictions, details of any bankruptcy declaration, languages and language proficiency and referee details.
- iii. Please note that it is mandatory for you to provide certain categories of Personal Data (as specified at the time of collection). In the event that you do not provide any Personal Data indicated as mandatory, we may not be able to process your application.

### **2. USE AND DISCLOSURE OF PERSONAL DATA**

- i. If you provide Personal Data to us, you are deemed to have authorised us to collect, retain and use personal information about you for the following purposes:
  - a. to assess your suitability for a vacancy with us;
  - b. verifying your identity;
  - c. seeking references;
  - d. verifying your employment history, education history and any qualifications;
  - e. performing checks with law enforcement and other authorised agencies.
- ii. You further agree that we may disclose and transfer (whether in Hong Kong, Macau or abroad) your Personal Data to third party services providers engaged by us to assist us with any internal commercial or human resources functions (including data entry, managing our job application database, processing applications, and securely disposing of your Personal Data ("**Third Party Service Providers**"). These Third Party Service Providers are under a duty of confidentiality to us and are only permitted to use your Personal Data in connection with the purposes specified at 2(i) above, and not for their own purposes (including direct marketing).
- iii. You further agree that, when necessary, and subject to our reasonable discretion, we may also disclose and transfer (whether in Hong Kong, Macau or abroad) your Personal Data to our professional advisers, law enforcement and other credit and reference agencies for the purposes specified at 2(i) above.

- iv. Any Personal Data supplied by you will be retained by us while we process your application and will be accessible by employees in our recruitment and human resources departments, any Third Party Service Providers engaged by us and third parties referred to at 2(ii) above, for or in relation to any of the purposes stated in 2(i) above.
- v. If your application is unsuccessful your Personal Data will be retained by us for a period of no more than 24 months counting from the latest of the date of ending of the relevant recruitment process or the date on which you last provided us with your Personal Data. We take steps to ensure that your Personal Data is disposed of securely.

### **3. COOKIES, LINKS AND THIRD PARTY PROVIDERS**

We may use 'cookies' on our recruitment website: <http://joinus.dairyfarmgroup.com> in order to:

- enable tighter security;
- enable online customers to keep browsing;
- personalise the site for visitors;
- build online customer or visitor profiles;

Cookies are pieces of information stored in your hard-drive about your preferences on our site, which enable the site to be tailored to you in future visits. Customers who want to disallow cookies can do so on their web browser. However, by disabling cookies you may not be able to access all parts of our website.

Our recruitment website may also contain links to other sites and pages which are operated by third parties. We have no control over the content of the linked websites or the way in which the operators of those websites deal with your Personal Data. You should review the privacy policy for those third party websites to understand the ways in which your Personal Data may be used by those third parties.

Third parties such as healthcare and insurance companies providing employee benefits may require you to provide them with Personal Data when applying for or claiming a benefit. We have no control over the way in which those third party providers deal with your Personal Data. You should review the privacy policy for those third party providers to understand the ways in which your Personal Data may be used by them.

### **4. CONFIDENTIALITY**

- i. Personal Data held by us relating to job applicants, employees and former employees will be kept confidential in accordance with this Privacy Policy.
- ii. Any questions, comments, suggestions or information other than Personal Data sent or posted to us by visitors to our stores not in connection with a job application with us, existing employment with us or previous employment with us, will be deemed voluntarily provided to us on a non-confidential and non-proprietary basis. We reserve the right to use, reproduce, disclose, transmit, publish, broadcast and/or post elsewhere such information freely, including passing it to any associated company.

### **5. SAFETY OF PERSONAL DATA**

All reasonable efforts are made to ensure that any Personal Data held by us is stored in a secure and safe place, and accessed only by our authorised employees or authorised Third Party Service Providers.

Personal data files are treated as confidential documents. Human Resources and designated employees are responsible for keeping all physical records containing personal data in locked cabinets when not in use in restricted areas and protected against unauthorised access, use or erasure. Access authorisations are granted on a need basis only.

Personal data stored in the Human Resources Information System (HRIS) are subject to the same restrictions. Only authorised employees are granted access rights to the system. Third Party Services Providers may also have rights to access HRIS.

### **6. RIGHT TO ACCESS/ CORRECT PERSONAL DATA**

**The Dairy Farm Company, Limited 牛奶有限公司**

- i. Under the Ordinances, you have the right of access to personal information held by us and to request correction of the information.
- ii. If you have any questions regarding this Privacy Policy or if you wish to access or correct your Personal Data, you may send your request in writing to the following address:  
Personal Data Officer

Human Resources Department  
5/F Devon House, Taikoo Place,  
979 King's Road, Quarry Bay  
Hong Kong

OR by email:

Contact Department	Email address
Resourcing Team	<a href="mailto:PD_Enquiry_DF@dairy-farm.com.hk">PD_Enquiry_DF@dairy-farm.com.hk</a>

- iii. In accordance with the Ordinances, we reserve the right to charge you a reasonable fee for the processing of any data access or correction request.

**7. AMENDMENTS**

We may amend or update this Privacy Policy from time to time and all information will be governed by our most recent Privacy Policy.

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