

## **Personal Information Collection Statement pertaining to Recruitment**

In this Statement, the meaning of the term “Personal Data” is defined in the Personal Data (Privacy) Ordinance (Cap.486) and Personal Data (Privacy) (Amendment) Ordinance 2012 (collectively called the “Ordinance”).

### **Purpose of Collection**

The Personal Data collected herein shall be used by Automated Systems Holdings Limited (“ASH”), its affiliates, subsidiaries, and/or associated companies (“Company”) for the following purposes:-

- a) Assessing your suitability for the position being applied for;
- b) Determining preliminary remuneration, bonus payment and benefits package;
- c) Verifying of credentials and/or experience;
- d) Ascertaining your identity and relationship with the Company; and/or
- e) Security checking and/or integrity checking.

If you do not provide sufficient information, we may not be able to process and administer your application.

### **Transfer of Personal Data**

Personal Data in your enquiry will be disclosed or transferred to parties relevant within the Company or its clients in client projects; who are involved in the assessment of the applicant’s suitability for the position applied for and/or other position, which may be or may become available within the Company.

### **Retention of Personal Data**

The Company shall retain your personal data of unsuccessful applicants for future recruitment purposes for a period of not exceeding 1 year from the day on which the recruitment period ends.

### **Accuracy, Access and Correction of Personal Data**

The accuracy of your personal data we collect, use and disclose depends on the information you provide.

You have a right to request access to and correction of your personal data in accordance with the Ordinance. You may make your access or correction request by sending an email to [job@asl.com.hk](mailto:job@asl.com.hk); or by mailing us at 15th Floor, Topsail Plaza, 11 On Sum Street, Shatin, Hong Kong (Attention: Human Resources Department).

We will take reasonable steps to verify your identity before granting access or permitting corrections to your Personal Data. We will endeavour to respond within 40 days of your request. A reasonable fee will be charged to cover our administrative costs when you request access to your Personal Data.