

# **Personal Information Collection Statement for Employees/ Deceased Employees' Long Service Payment Beneficiaries**

## **Purposes of Collection of Personal Data**

1. The information collected by means of your application(s) for subsidy under the Subsidy Scheme for Abolition of MPF Offsetting Arrangement (“this Subsidy Scheme”) will be used by the Labour Department (“LD”) and/or its appointed agent(s) for the following purposes:
  - (a) processing and auditing application(s) under this Subsidy Scheme, effecting subsidy and dealing with and recovering overpaid subsidy in relation to this Subsidy Scheme, if any;
  - (b) matching your personal data and those of the Employer with the databases of relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of mandatory provident fund (“MPF”) schemes/administrators of occupational retirement schemes (“ORS”), banks and insurance companies) for processing and auditing application(s) under this Subsidy Scheme, and monitoring and safeguarding against abuses of this Subsidy Scheme;
  - (c) all other purposes connected with implementing this Subsidy Scheme by LD and/or its appointed agent(s); and
  - (d) statistical purposes on the condition that the resulting statistics will not be made available in a form that identifies the Applicant and the Employer to which the application(s) relate(s) (data subjects).
2. The provision of the personal data is voluntary. However, failure to provide true, complete and accurate personal information may render your application(s) under this Subsidy Scheme invalid, not being accepted and/or disqualified.

## **Classes of Transferees**

3. For the purposes stated in paragraph 1 above, LD and/or its appointed agent(s) may disclose your personal data and those of the Employer:
  - (a) to relevant organisations and/or persons to verify the application(s), and to match with the databases of relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of MPF schemes/administrators of ORS, banks and insurance companies) for the purposes of processing and auditing application(s) under this Subsidy Scheme, and monitoring and safeguarding against abuses of this Subsidy Scheme;
  - (b) to organisations and/or persons authorised by or associated with LD and/or its appointed agent(s) in the operation of this Subsidy Scheme for the purposes set out in paragraph 1 above; or
  - (c) pursuant to or as permitted under the Personal Data (Privacy) Ordinance (“PDPO”) (Chapter 486 of the Laws of Hong Kong).

## **Access to and Correction of Personal Data and Enquiries**

4. In accordance with PDPO, you have the right to access and make correction to the personal data provided in your application(s). You may also request a copy of the relevant personal data on paying an administrative fee. Request for access to and/or correction of personal data should be made in writing to: Labour Officer (EBS), Employment Benefits Support Division, Labour Department, 6/F., Harbour Building, 38 Pier Road, Central, Hong Kong.