

UNION HOSPITAL

Personal Information Collection Statement

Please read this notice before you provide any Personal Data to us

1. The Union Hospital (UH) is a private hospital. Our staff members may ask you to provide your Personal Data for purposes related to your employment/ prospective employment/ work with the UH or your employment with UH Polyclinic.
2. When you provide Personal Data to us, please make sure that the data is accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/ prospective employment/ work with the UH or your employment with UH Polyclinic will be affected.
3. The information provided by you will be used to process your employment application. All information provided will be kept in strict confidence. Information of unsuccessful candidates will normally be destroyed around 12 months after the completion of the employment process concerned.
4. Please also note that your Personal Data may be made available to:
 - appropriate persons in the UH;
 - any other relevant parties who require it for matters related to your employment/ prospective employment/ work with the UH or your employment with the UH Polyclinic
 - any relevant government departments/ appropriate authorities including Inland Revenue Department, the Labour Department and ICAC when the UH is required to provide it under the relevant legislation for use for the purposes of that legislation
5. In addition to the above, we will only use, disclose or transfer the Personal Data which you provide to us:
 - for those purposes relating to your employment/ prospective employment/ work with the UH or your employment with Polyclinic or directly related purposes; or
 - where permitted by law
6. We will obtain your consent before using your Personal Data for any other purposes.
7. If you wish to require access to and/ or correction of your Personal Data, you may do so under Personal Data (Privacy) Ordinance. For request(s) relating to Union Hospital (Union Medical Centre Limited), please contact the Hospital's Human Resources Department during office hours :

Tel. No. : 2608 3150
Fax No. : 2697 5028
Address : Human Resources Department
Union Hospital
18 Fu Kin Street.
Tai Wai, Shatin

I accept the above Statement

I do not accept the above Statement