



SOUTH CHINA GROUP 南華集團

28/F, Bank of China Tower, No. 1 Garden Road, Central, Hong Kong.

Tel: 2820 6333

**Personal Information Collection Statement (PICS)
Pertaining to Recruitment and Employment**

1. The “Company” shall mean South China Group and all the subsidiaries and associate companies of the following:
 - (i) South China Holdings Company Limited;
 - (ii) South China Financial Holdings Limited;
 - (iii) South China Assets Holdings Limited;
 - (iv) Hong Kong Four Seas Tours Limited; and
 - (v) South China Shoes Products Limited.
2. It is necessary for applicants for employment with the Company to supply the Company with data about themselves in connection with their application.
3. All applications received will be treated in strict confidence. If the applicant is not hired for the post he/she applied for, the application will be retained for up to one year. During this period, he/she may be considered for other appropriate openings either within the Company or in our subsidiary or associate companies.
4. Failure to supply such data will result in the Company being unable to process employment applications.
5. If an application for employment is successful, data about employees may also be collected from employer during the period of their employment with the Company.
6. The purpose for which data relating to employees and potential employees may be used are, but not limited to, the following:
 - (i) processing employment applications;
 - (ii) reviewing salaries, bonuses and other benefits;
 - (iii) consideration for promotion, training, secondment or transfer;
 - (iv) staff management, manpower planning, training, career development;
 - (v) providing employee references and emergency contact
7. Data held by the Company relating to employment applicants and employees will be kept confidential but the Company may provide such information to:-
 - (i) any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to the Company in connection with the operation of its business;
 - (ii) any other subsidiaries or associate company of the Company;
 - (iii) any other person under a duty of confidentiality to the Company;
 - (iv) persons seeking employee references; and
 - (v) legal enforcement authorities.
8. The company will also retain certain personal data of Employees when they cease to be employed by the employer. Such data are required for any residual employment-related activities in relation to a former employee including, but not limited to the provision of job references, processing applications for re-employment, matters relating to Retirement Scheme/ MPF scheme and allowing the Employer to fulfill contractual or statutory obligations;
9. A complete and up-to-date personnel file is kept for each of the Employee. The contents will be kept confidential.
10. Under the Ordinance any individual has the right to:-
 - (i) ascertain whether we hold your personal data, and if we do, to request for a copy of the data;
 - (ii) request the Company to correct any data relating to that individual which is inaccurate.

Requests for access to data or correction of data may be sent to the following:

Human Resources and Administration Department
South China Group
28/F, Bank of China Tower
No.1 Garden Road
Central, Hong Kong



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To: Group Human Resources and Administration Department

I, the undersigned, do hereby confirm that I have read and understood the contents as stated in the PICS and that I agree to abide by its provisions and / or any modification thereafter.

Signature

Name in Block Letters

Date