

政府總部
公務員事務局
香港添馬添美道2號
政府總部西翼



CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
2 TIM MEI AVENUE, TAMAR
HONG KONG

本函檔號 Our Ref.: Ad 1/2013/1

來函檔號 Your Ref.:

電話號碼 Tel. No.: 2810 3155

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TO WHOM IT MAY CONCERN

As part of the integrity checking system for civil servants, a candidate or an officer being considered for appointment to certain positions in the Government with access to materials which offer possible scope for corrupt activities or other forms of pressure on the officer are required to be subject to integrity checking.

The Government is now conducting integrity checking in respect of Administrative Officer recruitment. To enable the checking process be carried out, the subject is required to provide particulars of his/her spouse, children/step children, parents/step parents, brothers, sisters, parents-in-law, brothers-in-law and sisters-in-law, including –

- name and alias
- Hong Kong Identity Card number
- date and place of birth
- present or last address
- nationality
- present or last occupation and position held
- name and address of employer/school

We should be most grateful if you could facilitate the subject to comply with the checking requirement of the Government by providing the above information. Failure by the subject to provide the information as requested may result in his/her disqualification for appointment to ranks or posts requiring high integrity.

We would like to assure you that all information provided will be handled strictly in accordance with the Personal Data (Privacy) Ordinance (Chapter 486). The information provided will be used only for purpose of conducting integrity checking in respect of the subject and not for any other purpose. The data will be handled with the highest confidentiality and only by authorised persons in this department/grade or in law enforcement agencies and departments/agencies concerned with security, prevention and detection of crime. The data will be erased as soon as they are no longer required for the purpose for which they are collected.

If you have any queries on this matter, or would like to correct or access to your personal data provided to this department, please contact us at 2810 3155, quoting the file reference of this letter.

Administrative Service Division
Civil Service Bureau