

PERSONAL INFORMATION COLLECTION STATEMENT (FOR RECRUITMENT)

個人資訊收集聲明 (招聘)

In compliance with the Personal Data (Privacy) Ordinance ("the Ordinance"), OTIS Elevator Company (H.K.) Limited and its parents, subsidiaries and/or affiliates, including Sigma Elevator (HK) Limited, The Express Lift Company Limited and Otis Far East Holdings Limited (referred to hereinafter as the "Company" or "OTIS") informs you in this Personal Information Collection Statement of:

根據《個人資料(隱私)條例》(下稱「條例」)·奧的斯電梯(香港)有限公司及其母公司、子公司及/或關係企業·包括星瑪電梯(香港)有限公司·捷運電梯有限公司及奧的斯遠東控股有限公司(下稱「公司」或「OTIS」)在本個人資訊收集聲明中向您告知:

- the purpose for which your personal data collected by the Company in connection with your job application will be used following collection; 公司在收集您的求職資料後·會將其用於何種目的;
- to whom it will be transferred; and 資料將被轉移給誰; 以及
- who is to handle data access/correction requests. 由誰處理查閱/改正資料的請求。

OTIS also has a Job Applicant Privacy Policy which applies to all job applicants. For details, please refer to the Policy at <https://www.otis.com/zh/hk/careers>.

OTIS 還制定了適用於所有求職者的求職者政策。有關詳情·請參閱本政策 <https://www.otis.com/zh/hk/careers>。

Provision of Personal Data 個人資料的提供

It is voluntary for you to provide the personal data. If you do not provide sufficient information, the Company may not be able to process your application and consequently your application may be rejected. 您為自願提供個人資料。如您未能提供充足的資料·本公司可能無法處理您的申請·因此您的申請可能會遭到拒絕。

Collection and use of personal data 收集與使用個人資料

Any personal information collected may be used to: 所有收集的個人資訊會使用於:

- allow you to apply for employment with OTIS and evaluate your application, including without limitation arranging for and conducting phone screening, interviews, and other applicable assessments 許可您申請應徵 OTIS 職缺以及評估您的申請·包括但不限於安排和進行電話篩選、面試和其他可行的評估措施
- invite you to apply for and consider you for other opportunities that may be or become available 邀請您申請應徵 OTIS 職缺以及評估您的申請·包括但不限於安排和進行電話篩選、面試和其他可行的評估措施
- contact you with regard to an application or other opportunity 就申請之職務應徵或其他職務與您聯絡
- validate reference checks, conduct background checks as appropriate, and perform denied party screening 查驗介紹人、視情況進行背景調查和進行黑名單查核
- facilitate your hiring and administer your employment, if you are hired 如您經錄取·完成後續的錄取手續和管理您的就職狀況
- comply with legal and regulatory requirements involving job applicants, which may include providing reports to government agencies 遵守適用於求職人士之相關法律規定·其可能包括須向政府機關所為通報
- provide you with opportunities to offer feedback on your experience, such as through a survey 提供您依據您的經驗給予意見反饋的機會·例如問卷調查
- conduct analysis on applicant trends to understand and improve OTIS's recruitment practices 進行應徵人趨勢分析·了解並改進 OTIS 的徵才措施
- verify your identity to ensure security for one of the other purposes listed here 查驗您的身份以確保本文件所列目的之安全
- ensure or enhance the security of OTIS's electronic systems 確保或改善 OTIS 電子系統的安全性
- protect against fraud 防範詐騙
- conduct internal investigations and comply with legal obligations 進行內部調查和遵守法定義務

All information provided will be treated in the strictest confidence and no details will be disclosed to any other party without your prior consent. Your personal data will be destroyed after a period of 24 months if your job application is not successful. When there are vacancies in our subsidiary and associate companies during that period, we may transfer your application to them for consideration of employment. 所有提供的資訊將被嚴格保密·未經您事先同意·不會向任何第三方披露任何細節。如果您的職務應徵沒有成功·您的個人資料將在 24 個月後被銷毀。在此期間·如果我們的子公司和關係企業有職位空缺·我們可能會將您的申請轉給他們考慮聘用。

OTIS will not sell or otherwise share your personal information outside the OTIS family of companies, except to: 除下列單位外，OTIS 不會將您的個人資訊出售或分享予 OTIS 關係企業以外之對象：

- service providers OTIS has retained to perform services on our behalf. OTIS will only share your personal information with service providers with whom OTIS has contractually restricted from using or disclosing the information except as necessary to perform services on our behalf or to comply with legal requirements 由 OTIS 聘僱、代表 OTIS 履行服務之服務供應商。OTIS 僅會和 OTIS 定有限制資訊使用或揭露之合約之服務供應商分享您的個人資訊，但為代表本公司 履行服務或遵守法律規定之必要者，不在此限
- comply with legal obligations, including if we are required to do so by law, in response to a legitimate legal request from law enforcement authorities or other government regulators 遵守法定義務，包括本公司依法是否應回應執法機關或其他政府機構之合法要求
- investigate suspected or actual illegal activity 調查嫌疑人或確實之違法行為
- prevent physical harm or financial loss 防止實際損害或金錢損失
- support the sale or transfer of all or a portion of our business or assets (including through bankruptcy) 協助本公司業務或資產之全部或一部之銷售或移轉 (包括透過破產)

OTIS has several service providers that assist with its online job application systems. These providers manage the websites, provide back-up storage, assist with job postings, enable video interviews, and facilitate recruitment of candidates. OTIS may also use other service providers, but any service provider utilized will be for the purposes identified in this Notice and will provide services under a contract as mentioned above. OTIS 使用數個協助處理線上職務應徵系統的服務供應商。這些供應商負責管理網站、提供備份儲存、協助職務公佈、進行視訊面試和協助應徵人員的招募。OTIS 亦得使用其他服務供應商，但是服務供應商之利用僅會依照本聲明所列目的為之，依照上開所述之合約提供服務。

Data Retention 資料保存

Because OTIS is a global company with locations in many different countries, we may transfer your information from one legal entity to another or from one country to another in order to accomplish the purposes listed above. These countries include, at a minimum, the United States, the many of the member states of the European Union, Canada, and other countries, including some in Asia. We will transfer your personal information consistent with applicable legal requirements and only to the extent necessary for the purposes set forth above.

OTIS 是一家跨國企業，在很多不同的國家皆有執行業務，因此本公司可能會將您的資訊從一法人實體移轉至另一法人實體，或是從某一國家移轉至另一國家，以利上述目的之遂行。這些國家至少包括美國、多個歐盟會員國、加拿大和其他包括部分亞洲國家在內之國家。本公司在移轉您的個人資訊時會依照現行法律規定且會在上開目的所必要之範圍內為之。

OTIS relies on available legal mechanisms to enable the legal transfer of personal information across borders. To the extent that OTIS relies on the standard contractual clauses (also called the model clauses) or Binding Corporate Rules to authorize transfer, OTIS will comply with those requirements, including where there may be a conflict between those requirements and this Notice.

OTIS 依據現有的法律機制，實現個人資訊的跨境合法傳輸。OTIS 在遵守標準合約條款或授權移轉的企業約束規則之範圍內 (亦稱定型化條款)，OTIS 會遵守相關規範，包括相關規範和本聲明有相抵觸的情況在內。

Data Access and Enquiries 資料存取與查詢

You have the right to request access to and correction of your personal data held by us. 您有權要求查閱及更正我們所持有的您的個人資料。

For access to personal data or correction of personal data, or enquiries concerning Otis' privacy policies and practices in relation to personal data and its retention, please contact the Human Resources Department at Fax No. +852 2886 1039. 如欲查閱或更正個人資料，或查詢 Otis 在個人資料及個人資料保存方面的隱私政策及實務做法，請聯繫人力資源部，傳真號碼：+ 852 2886 1039。

Please note that a reasonable fee may be charged to offset the Company's administrative and other costs to comply with your request. 請注意，我們可能會收取合理的費用，以抵償公司為滿足您的要求而產生的行政和其他費用。