

Personal Information Collection Statement - PDGOTSS

1. Collection of Personal Data

1.1 The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.

1.2 Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.

1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Administrator of [Professional Degree Graduates On-the-job Training Subsidy Scheme (PDGOTSS)] (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact Administrator at the above address or via PDGOTSS@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Assessing and processing your PDGOTSS application;
- b. Allocation of subsidy quota;
- c. Disbursement of subsidy fund;
- d. Facilitating communication with you;
- e. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- f. Establishing, exercising and defending the CIC’s legal rights, and complying with the CIC’s legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- g. Managing access to the CIC’s premises and for security purposes;
- h. Preventing and responding to actual or potential security threats, fraud or

- illegal activities;
- i. Handling complaints or enquiries;
- j. Performing analysis and conducting research and surveys;
- k. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- l. Other purposes related or incidental to the conduct of the CIC's activities;
- and
- m. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- a) Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
- b) Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf; or
- c) Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors.

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Points to Notes

Where your MTSGT application has been approved, the Approved Project information (including but not limited to the company names of the Successful Applicant, the number and discipline(s) of quota allocated and the grant funding amount may be published on CIC Website for public information. No individual's name of the beneficiary will be published.

It is obligatory for you to provide the CIC with your personal data for publishing. Otherwise, we will not be able to process or consider your application.

收集個人資料聲明 - 建造業專業學位課程畢業生在職培訓津貼計劃

1. 個人資料的收集

- 1.1 你向建造業議會、其關聯及 / 或附屬公司，包括但不限於香港建造學院、建造業 零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料（私隱）條例》（第 486 章）中定義的任何個人資料，只會用於與議會相關事宜的用途。具體活動及所需個人資料將在申請表中詳細列明。
- 1.2 你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料之目的是為了作出查詢，你便須向議會提供申請表上所指明的資料。否則，議會可能無法處理或考慮你的申請表。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。
- 1.3 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的 [建造業專業學位課程在職培訓津貼計劃 (PDGOTSS)] 管理人（查閱要求）以提交書面請求，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓建造業議會。如你對我們的負責人及有關做法有任何查詢，請致函上述位址或經電郵 PDGOTSS@cic.hk 聯絡負責管理人。如需要更多關於議會在私隱及保障個人資料政策的資料，請於 https://www.cic.hk/chi/main/privacy_policy_statement 參閱我們的私隱政策。

2. 收集的目的 你的個人資料將會被保密，並可能用於以下用途：

- a. 評估及處理有關在職培訓資助計劃的申請事宜；
- b. 分配計劃資助名額；
- c. 派發獲分配的資助金額；
- d. 方便與你的通訊；
- e. 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第587章）及《建造業工人註冊條例》（第583章）；
- f. 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；

- g. 管理進出議會處所和保安目的；
- h. 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- i. 處理投訴或查詢；
- j. 進行分析、研究和意見調查；
- k. 進行審計及合規審查，以確保遵守適用的議會政策、程式、規例及法律；
- l. 與議會活動進行相關或附帶的其他目的；及
- m. 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

3.1 因應第 2 段所述目的，議會可能披露或轉移你的個人資料予協力廠商，包括但不限於：

- a) 如 1.1 節所述，任何或所有議會的關聯及 / 或附屬公司；
- b) 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及 / 或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何協力廠商支付網關服務）以使議會提供服務的協力廠商服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；或
- c) 議會的專業顧問，包括但不限於律師、會計師和審計師。

3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

4. 注意事項

當你的在職培訓資助計劃申請獲批後，獲批的項目資料（包括但不限於成功申請公司的名稱、獲分配的資助名額及專業類別及資助金額將可能在建造業議會網站公開發布，供公眾查閱。任何涉及受益人個人姓名的資料皆不會被發佈。你有責任向議會提供你的個人資料，以作此發佈之用。否則，我們將無法處理或考慮你的申請。