

HONG KONG BAPTIST UNIVERSITY

Staff Records

The University will collect, maintain, use and dispose of personal data of staff in accordance with the requirements of the Personal Data (Privacy) Ordinance.

1. Collection and Use

Upon assumption of duty and throughout the employment of a staff member with the University, his/her personal data shall be collected and used for various manpower planning, management, development and maintenance of employment relationship. These will include, but not limited to, the provision of access to University facilities, benefits, remuneration and payroll, preparing tax returns, facilitating performance appraisals, review of appointment, audit, promotion, granting awards / fellowship, organising training and development activities, etc. Data of staff dependent family members may be collected and on a need basis for the provision of benefits.

2. Maintenance

- a. The data collected are kept mainly at the Human Resources Office and the staff's affiliated departments/offices, and may be provided to the insurers, medical and dental practices/consultants, fund administrators/managers of the Superannuation Fund, Mandatory Provident Fund Authority and auditors appointed by the University for the above-mentioned purposes.
- b. To ensure accuracy of the personal data held, staff will be asked to verify the data collected and recorded through the BUniPort under "My Profile" on initial appointment. It is important for staff to verify their personal data carefully, update the Human Resources Office as soon as possible for any subsequent changes and provide appropriate documentary proof whenever necessary. For updating addresses, telephone numbers, contact in case of emergency, and nationality a self-help function is available on BUniPort. For other updating, which requires supporting documents, please complete a *Change/Update of Personal Data Form* (HRO/APT/F105) or *Change/Update of Family Data Form* (HRO/APT/F114) which are downloadable from the Human Resources Office Homepage. Every year, the University will remind staff members to update their personal data and call their attention to recent issues in personal data.
- c. All full-time staff will be provided with a Certificate of Service with information on

their employment history at the University, such as position(s) held and duration, as well as the reason for leaving, when they leave the service of the University. Part-time staff may also apply before completion of their service to the Human Resources Office (3411 8015) for a Certificate of Service. Certificate of Service issued to the staff on departure will be free of charge. While certification of employment history requested by prospective or new employer(s) of departed staff will be processed free of charge, a fee will be charged for requests direct from the staff after departure.

- d. Certain personal data of the employees will be retained after they have ceased to be employed. Such data are required for residual employment-related activities including, but not limited to, the provision of job reference (for factual data only, not including opinion data), processing applications for re-appointment, matters relating to retirement benefits, and for fulfilling contractual or statutory obligations. Other personal data of the ex-employees will be disposed of seven years after the employees left the University service.

3. Access to and Correction

Staff members may request access to and correction of their own personal data held by the University by completing the *Data Access Request Form* from the Office of the Privacy Commissioner website (OPS003). Staff members may approach the Human Resources Office, which is the holder of staff personal data, for access or correction of their own data. An administrative fee /and photo-copying fee will be charged for access of these data. (For enquiry, please call 3411 8015.)

For details about the University's "Privacy Policy", please visit the University Homepage. "Personal Information Collection Statement (PICS) for employment", and "Guidelines for Handling Staff Personal Data" can be found in the Human Resources Office Homepage.

Human Resources Office

May 2019

香港浸會大學

職員資料

大學按照保障個人(私隱)條例收集、保存、使用、與處置個人資料。

1. 收集與使用

教職員入職後與在職期間,他/她的個人資料將收集並使用作人力資源規劃、管理、發展與維持僱傭關係的各種用途。其中包括(並不限於)使用大學設施、申領福利與工資、報稅、進行工作表現評估、評審考核、晉升、審計、頒授獎項/獎助金、策劃培訓與發展活動等等。家屬的個人資料會按提供福利的需要收集。

2. 保存

a. 所收集的資料主要存放於人力資源處及教職員所屬的部門內,照上述用途、按需要轉給保險公司、醫科/牙科診所/醫療顧問、公積金基金管理人/經理、強制性公積金計劃管理局、及大學聘請的審計人員。

b. 為保證所持個人資料準確,新入職的教職員需要透過內聯網 BUnitPort 的“**My Profile**”確認大學所收集及存檔的資料。同事應小心確認個人資料,並在資料有改變時,提供適當的文件證明,盡快通知人力資源處更新。更新地址、電話號碼、緊急聯絡資料及國籍,可透過內聯網 BUnitPort 的自助功能進行。需要提供文件的更新,請從人力資源處網頁下載表格 — **更改個人資料 (HRO/APT/F105)** 或 **家庭成員資料更改表格 (HRO/APT/F114)** 並填妥交回。每年大學會發出通告,提醒同事更新資料並注意有關個人資料的最新消息。

c. 所有全職教職員離職時,均獲發任職證明書:載有職位、受僱日期及離職原因的聘用紀錄。兼職教職員亦可於離職前向人力資源處(3411 8015)申請任職證明書。離職時申領的任職證明書是免費的。未來或新僱主索取已離職僱員任職紀錄也是免費的。但員工在離職後申請發出任職證明書自用,須繳付費用。

d. 教職員離職後,大學只保留其中部份個人資料,作安排與僱傭有關事宜的用途。包括(但不限於)提供工作證明(只限於具體資料,不包含評語),安排續聘申請,有關退休福利,及/或完成合約規定或法定要求。已離職教職員的其他個人資料,將於離職 7 年後銷毀。

3. 查閱與更改

教職員可填寫私隱專員公處提供的**查閱資料要求表格(OPS003)**申請查閱與更改其個人資料。教職員可向持有教職員個人資料的人力資源處查閱或更改其個人資料。查閱個人資料需付行政費及影印費。(查詢請電 3411 8015。)

有關大學『私隱政策』,請瀏覽大學網頁。與僱傭有關的『收集個人資料聲明』(PICS),及『處理教職員個人資料指引』則上載於人力資源處網頁。

人力資源處

2019 年 5 月