

Personal Data Policy

The French International School “Victor Segalen” Association Ltd (FIS) is committed to implement the requirements of the Personal Data (Privacy) Ordinance (Ordinance) and all other applicable laws, rules and regulations relating to data privacy by taking all reasonable steps to safeguard job applicants' personal data from unauthorized access, processing, erasure, or other use during collection, holding, processing, using and transfer.

This statement explains FIS' responsibilities and candidates' rights regarding their personal data.

Collection of Personal Data

FIS collects and processes applicants' personal data for review of employment opportunities with FIS, and if successful, for employment with FIS. Apart from being provided directly by applicants, personal data may also be collected through third parties, such as professional recruiting firms, applicants' references, past employers, and employment background check providers, etc.

The personal data FIS collects also includes the applicants' academic background, professional qualification, past employment history, employment test results, contact information, etc.

Use of Personal Data

We use applicants' personal data for the following purposes: (i) to assess applicants' suitability for employment; (ii) to negotiate with and make offers to applicants; and (iii) for subsequent employment related matters and as part of an employee's records where applicable.

Transfer of Personal Data

FIS may disclose applicants' personal data to third parties such as related companies, joint venture, partners, agents, independent contractors, and business associates if it is necessary for any of the purposes stated above, provided that such third parties are under a duty of confidentiality and that they may only use the data for the purposes for which they are supplied.

FIS will disclose data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or other government and regulatory authorities.

Job Applicants' Rights and Obligations

Applicants are not required to provide their personal data to FIS. However, in the event that applicants do not provide accurate, complete and updated personal data, FIS may not be able to process their application properly or at all.

Applicants are entitled to be informed whether we hold any of their personal data, and to request access to, correct, update, and request the erasure of any such data FIS may hold. Applicants also have the right to object to the processing of their data where FIS is relying on its legitimate interests as the legal ground for processing.

If applicants wish to request to access, correct, update or erase any of their personal data held by us, or object to processing of their personal data, they should submit their request(s) in writing to our Human Resources Director, via email to recruitment@lfis.edu.hk. FIS may, where applicable, levy a charge for processing such requests.

Retention Policy

It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of up to 12 months. If any relevant vacancies arise during that period, FIS may use retained personal data of applicants to assess and contact them in relation to such vacancies.