



## 澳門理工學院於招聘程序中 對個人資料處理的政策及聲明

### Policy and Statement of Macao Polytechnic Institute (MPI) on Handling of Personal Information Collected in Recruitment Procedures

#### 1. 收集個人資料的目的及用途

##### Purpose and Use of Personal Information Collected

本學院所收集的個人資料，均用作招聘之用，本院因應各應徵者所提交的個人資料，評估是否適合擔任本院所聘請的職位。

All personal information collected by MPI is used exclusively for recruitment purpose. In the light of the personal information submitted, MPI will assess the suitability of the applicant for the position under recruitment.

#### 2. 個人資料所包含的文件

##### Documents Entailed in Personal Information

本院就招聘所收集的個人資料，一般涉及應徵者的身份、學歷、工作經驗、其他技能等文件，學院將根據各應徵者所提交的個人資料計算其應聘的資格；因此，學院在每次招聘時所收集的個人資料內，須包含具有身份、學歷、工作經驗、其他技能的證明文件是有必要性的，如應徵者不提供有關資料可直接影響其應聘的資格及分數計算。

Personal information to be collected in recruitment by MPI generally covers the identity, educational attainment, working experience and other skills of the applicant. MPI will calculate the eligibility of the applicant according to the information submitted. It is for this reason that MPI necessarily in every recruitment asks for documents certifying the identity, educational attainment, working experience and other skills of the applicant to be included in the personal information. In case of no provision of any of the required information, the eligibility and score calculation of the applicant will be affected directly.

#### 3. 資料的保存期限

##### Period of Personal Information in Custody

本院一般會保留未獲錄取的應徵者的個人資料一年，逾期會將所有資料銷毀。

Personal Information of unsuccessful applicants will be kept for one year in general and burnt afterwards.

#### 4. 應徵者權利

##### Rights of Applicants

應徵者有權根據第 8/2005 號法律《個人資料保護法》第 11 條規定，在資料保存期內以書面方式向學院申請查閱、更正或更新你存於本院的個人資料。

Applicants have the right, in accordance with the provisions of Article 11 of Law no. 8/2005, “Personal Privacy Protection”, to review, amend or update their personal information archived at MPI file records within the record retention period by giving MPI a written application.