



Motiva Consulting Limited – Personal Data Policy (for Candidates, Clients & Business Partners)

Data and Privacy Policy

Motiva Consulting Limited (“Motiva”) understands the importance of addressing your concerns about privacy of personal data. Personal information refers to information or an opinion about an individual from which it is practicable for the identity of the individual to be directly or indirectly ascertained and in a form in which access or processing of the information is practicable. Motiva uses its best efforts to protect the personal information given to us by candidates, clients and business partners, so that the information you provide to us is utilized in ways to which you have consented. We also ensure that it is in line with the Personal Data (Privacy) Ordinance (the "PDPO") in Hong Kong.

Purposes of Collection & Uses of Personal Information

Data collected through Motiva in relation to the provision of Recruitment and Human Resources Services) and job posting channels (both directly and indirectly) are for the sole use of Motiva. Data is collected for the purpose of providing Recruitment and Human Resource Services to clients. We also intend to use your personal data to compile market statistics as well as to enable direct marketing / marketing activity to you related to the job market.

Data and Marketing Activity

Motiva, on occasions, provide you with information through direct marketing activity. This can include but is not limited to information on our human resources services, solutions, events, seminars, promotions, career opportunities, invitations to join surveys and technology updates.

While we do intend to utilize your personal data for direct marketing and non-direct marketing purposes in future communication updates, you would always have the option to stop receiving the updates and news from us. Should you object to our use of your personal data and wish to stop receiving information, or you would like to update your personal information, please email to info@motivahk.com with your full name and email address, and please specify the application channel and date, and we will assist accordingly.

Data Collection

Motiva collects and processes information from clients, suppliers, vendors, and third parties about individuals who work for these companies with whom we do business. We also collect information from candidates at several different points in the registration process.

Data collecting processes will include (but is not limited to)

FOR CLIENTS & BUSINESS PARTNERS:

- Establish and maintain a business relationship with the company
- Inform company personnel about additional business opportunities
- For customary internal purposes, such as finance and accounting functions, legal functions, management functions
- Manage any legal claims and actions, compliance with government requirements and other legal obligations and regulatory purposes

FOR CANDIDATES:

- Online enquiries or submissions
- Information collected during telephone screening and face to face interviews (inclusive of virtual meeting room, e.g. video conferencing and recording)
- Reference and verification taking
- Information gathered during the recruitment process completed on behalf of clients
- (e.g. following interviews or gathering of further information)
- For placed candidates, please note for the purpose of complying with the Employment Ordinance Section 57 that Motiva (as an Employment Agency Licensee) shall maintain a record of your name, address, Hong Kong Identity Card Number (in the case of a non-resident, passport number and citizenship) if you are willing to provide in details during the process.

Revisions to the Policy

If we change material terms in this Policy, we will provide notice of the revised policy on the home page at <http://www.motivahk.com/> with a link to this Policy. The amended Policy will apply between us whether or not we have given you specific notice of any change.

You are entitled to request access to any Personal Information that we hold about you, and you can do this by contacting our Data Protection Officer. You may request us to correct your Personal Information that is inaccurate or out of date. If you have any concerns, requests, questions, or complaints about your personal information or about this policy, please contact our Data Protection Officer by email to info@motivahk.com.