

Robert Walters Hong Kong

We are legally required by Hong Kong Labour Department to collect HKID no./Passport no./Address and sign a Service Agreement with all jobseekers at the beginning of the recruitment process. For further information, please click [here](#).

This Agreement is made on _____ between Robert Walters (Hong Kong) Limited (“Robert Walters”) and Candidate (as identified below) whose personal particulars are set out as below.

I. Scope of Services

Robert Walters is committed to providing suitable job opportunity introduction services to the Candidate in relation to part-time/full time, and permanent/temporary positions for a title or position specified by Robert Walter’s Client based in Hong Kong (“Services”). By signing this Agreement, the Candidate acknowledges that Robert Walters is not obliged to place the Candidate to a job successfully. Please note that Robert Walters DO NOT charge any commission fees from the Candidate.

II. Your details

Legal First Name *	
Legal Last Name *	
HKID No / Passport No. *	
Citizenship (if non-HK resident) *	
Full Residential Address *	
Mobile Phone	
Email	

* Required by Hong Kong Labour Department

III. Additional Information (Optional)

Will you be interested in a contract role?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you agree that we can transfer your personal data outside Hong Kong for introducing you to any overseas roles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Your data collected above will be used for direct marketing recruitment services. We may not use your personal data for direct marketing unless we receive your consent to the use stated above. If you **do not wish** to receive marketing, advertising, and promotional information from us, please kindly check the box as indicated below.

I object to the proposed use of my personal data as stated above.

IV. Personal Data Collection Statement

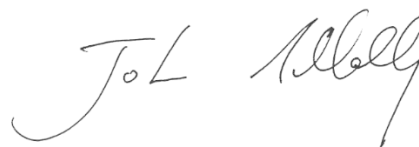
Please carefully read the Personal Data Collection Statement indicated in Appendix 1 of this Agreement and confirm your acceptance by signing this Agreement and returning the same to Robert Walters.

V. General Enquiries

If you would like to submit an enquiry or make comments, or complaint, or suggestions for improvement on your Robert Walters experience, please email to hongkong@robertwalters.com.

VI. Term and Termination

This Agreement shall be effective upon execution and shall continue to be effective until terminated by either party upon thirty (30) days with written notice.



Signed by Candidate

Name:
Date:

John Mullally

Managing Director
Robert Walters (Hong Kong) Limited

Appendix 1

Personal Information Collection Statement

This Personal Information Collection Statement (“PICS”) incorporate a general summary of Robert Walters Hong Kong’s Privacy Notification. For more information, please refer to our Privacy Notification (<https://www.robertwalters.com.hk/about-us/privacy-policy.html>).

1. **Identity of the data user:** Robert Walters (Hong Kong) Limited and its local and overseas affiliates (for this Appendix, collectively, “**Robert Walters**”).
2. **Purpose of collection:** Robert Walters may collect, use and process personal data you have provided either through this PICS or during any subsequent engagement with Robert Walters, for the following purposes (Collectively, the “**Purpose**”):
 - (1) Representing you for employment opportunities within Robert Walters or with our clients (the “**Recruitment Purposes**”) including any recruitment process such as reference checks and background checks, if necessary.
 - (2) Improving and enhancing the processes for operations to better achieve the Recruitment Purpose.
 - (3) Sending you including but not limited to news, service, marketing, surveys and employment opportunities information via phone calls, SMS, fax, postal mail and emails or any other methods of communication which is directly or indirectly in connection with the Purpose of the processing your personal data.
3. **Classification of the personal data:** Robert Walters may collect, use and process various types of personal data about you (including the personal data in this PICS, other personal data that you have provided to Robert Walters, or personal data already in the public domain) as necessary to achieve the aforementioned Purpose.
4. **Time period, area, recipients and method of the use of personal data:** Robert Walters may use or store your personal data with appropriate security measures for such period of time as Robert Walters is conducting its business in this jurisdiction in accordance with relevant laws. Your personal data may primarily be used within Hong Kong but may be transmitted to countries where Robert Walters operates, to a third-party processing personal data on behalf of Robert Walters, or to Robert Walters affiliates or clients when Robert Walters deems necessary in accordance with the Privacy Notification.
5. **Your rights and ways to exercise the same:** You may exercise your rights in accordance with the applicable laws with respect to your personal data kept by Robert Walters by notifying Robert Walters in writing or via email to ContactSEAC@robertwalters.com, including the following rights:
 - (1) Rights to inquire about, request to review or request a copy of the personal data, provided that Robert Walters reserves the right to collect reasonable fees to comply with such inquiry or request;
 - (2) Rights to request to update your personal data;
 - (3) Rights to request to terminate collection, use or processing or to delete your personal data to the extent that Robert Walters is not otherwise legally entitled to retain the same.
6. **Consequences of your refusal to provide your personal data to Robert Walters:** You may oppose the collection, use, processing or sharing of your personal data. If you choose to withhold, to limit or to withdraw your consent to collection, use, processing or sharing of your personal data, Robert Walters may not be able to provide you with complete services.
7. If you provided personal data of another person to Robert Walters, you represent and warrant to Robert Walters that you have informed such person of Robert Walters’ personal data collection and processing activities under this PICS and showed such person a copy of this PICS and obtained legitimate consent of such person in accordance with applicable laws prior to sharing his/her personal data with us, or apply other lawful basis to ensure that Robert Walters can collect, use and/or disclose personal data of the aforementioned third party. You will indemnify Robert Walters for any cost, charge, damage, expenses or loss incurred to Robert Walters due to your failure to comply with this provision.

Should you have any questions regarding the use and disclosure of your personal data, you may contact your consultant or contact us at ContactSEAC@robertwalters.com.

Robert Walters Hong Kong

To Whom It May Concern:

I declare and confirm that I have read, understand and agree to the above and Robert Walters Hong Kong's Privacy Notification.

I confirm that I have approached Robert Walters voluntarily for employment opportunities and Robert Walters has in no way solicited my candidature for any role. If Robert Walters successfully places me in a new position, I give my permission for Robert Walters to show this acknowledgement to my employer at any time if Robert Walters is required to prove that they were acting on my instructions to present my profile to the client.

I hereby explicitly grant my consent to Robert Walters to utilize my information for the purpose of conducting reference checks or background checks, whether on behalf of Robert Walters' clients or for the benefit of Robert Walters.

I represent and warrant that the data I have provided to Robert Walters through this PICS or during any subsequent engagement with Robert Walters is true, complete and accurate. I acknowledge that if any personal data I have provided to Robert Walters changes, it is my responsibility to inform Robert Walters promptly to ensure that the personal data held by Robert Walters remains up to date.

Yours sincerely

Signed by Candidate

Print Name

Date