

Personal Information Collection Statement (Safety and Security Department)

This Personal Information Collection Statement ("PICS") applies to all employees of the Cathay Cargo Terminal ("the Company"), all temporary workers, consultants, independent contractors, customers, visitors and any other persons working for or in connection with the Company's business.

To comply with safety and security requirements, personal data including, but not limited to, permit photo and fingerprints, will be collected from you.

Purposes for which such personal data may be used will include the followings:

- application of the Company's Tenant Restricted Area (TRA) Permit and Airport Restricted Area (ARA) Permit;
- access control in the Cathay Cargo Terminal including, but not limited to, the access of Tenant Restricted Area (TRA), Commercial Restricted Area (CRA) and other restricted areas;
- verification of your identity for access into corresponding locations;
- application of the access right of Cathay City;
- fulfilment of the statutory and legal obligations of the Company, including compliance with any request from any governmental or regulatory authority or court order (whether in Hong Kong or other jurisdiction);
- administration and preparation of training and development;
- safety and security audits related to the government authorities or customer airlines whether locally or overseas;
- disciplinary purposes arising from the conduct of personnel or their ability to perform services for the Company properly;
- safety and security incident or accident investigation;
- submission to Civil Aviation Department to coordinate the subsequent regular security vetting with other government departments;
- legal proceedings (including prospective legal proceedings) and obtaining legal advice, whether locally or overseas;
- establishing, exercising or defending legal rights, whether locally or overseas;
- monitoring compliance with internal rules and policies of the Company;
- compliance with applicable procedures, laws and regulations, whether locally or overseas; and
- purposes directly relating thereto.

It is obligatory that you provide any personal data requested from you, unless you are informed otherwise on or before collection by the Company. Failure to supply such data may result in the Company being unable to carry out its functions including, but not limited to, provision of benefits or otherwise the management of the Company's affairs. The Company will take all practicable steps to ensure that personal data collected and held by the Company are protected against unauthorized or accidental access, processing, erasure or other use.

The Company may nonetheless use or disclose data in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (as the same may be amended from time to time, hereinafter referred to as the "Ordinance").

If the data subject chooses not to provide the basic personal data (Name/ Identity Proof/ Mailing Address, etc.), the permit application would be rejected. If the data subject rejects to provide their fingerprint, the permit application may still be accepted but the ways to access restricted area may be limited.

The Company may provide data to the following parties, whether in or outside Hong Kong, for the above mentioned purposes for which the data is to be used (or a directly related purpose):

- appropriate and authorized persons within the Company;
- ID Office of Cathay Pacific Airways Limited;
- any relevant government or regulatory authorities, for example, Civil Aviation Department, Labour Department and Police Force;
- any customer airlines;

You have right to:

- check whether the Company holds any data about you;
- request access to such data;
- request the Company to correct any data relating to you which is inaccurate; and
- ascertain the Company's policies and practices in relation to data and be informed of the types of personal data held by the Company.

In accordance with the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request. In determining a reasonable charge for handling such requests, the cost of actual time spent by administrator(s) / manager(s) who are involved in processing a particular data access request is the basic element of the fee charged. In addition, cost of copying per sheet paper will also be charged.

All requests for access to data, or correction of data, or for information regarding policies and practices and types of data held, should be addressed to the Data Privacy Officer in the Company. Payment should be made by cheque payable to "Cathay Pacific Services Limited" and forwarded to Data Privacy Officer at the following address:

Data Privacy Officer
People Department
Management Office
6/F Office Building
Cathay Cargo Terminal
3 Chun Wan Road
Hong Kong International Airport
Hong Kong

Retention of personal data

All personal data that has been collected from you will only be retained by the Company for a limited period of time necessary to give effect to the purpose for which it was processed and for as long as required by applicable law.

Issued on 01 JUL 2022