



Please read these Terms and Conditions, and Privacy Policy carefully

## **Terms and Conditions**

1. A completed application form should be sent to [general@aibe-edu.org](mailto:general@aibe-edu.org)
2. The recruitment news would be posted at “Professional Career Corner” on AIBE website ([www.aibe-edu.org](http://www.aibe-edu.org)) only after AIBE’s verification of appropriateness.
3. Asian Institute of Built Environment reserves the right to cancel a recruitment post if there are difficulties arising.
4. All application documents will be archived as recruitment files, in which connection; the data will thereafter be handled by Asian Institute of Built Environment staff.
5. AIBE is only an education service provider responsible for the recruitment post. She will not get involved with any recruitment activities.
6. AIBE does not accept any responsibility and shall not be held responsible for any loss or damage arising from or in respect of any recruitment activities.

## **Privacy Policy**

### **1. Security Statement**

AIBE shall not be responsible in any manner for direct, indirect, special or consequential losses or damages howsoever arising out of the use of this website. AIBE does not guarantee that any messages sent over the Internet will be completely secure. AIBE does not accept any responsibility for any damages incurred by you if you send an email to us, or if AIBE sends an email to you at your request, over the Internet. Communications over the Internet may be subject to interruption, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise.



## 2. Privacy Policy Statement

We strictly comply with the Personal Data (Privacy) Ordinance (PDPO) and ensure that all personal data submitted through “www.aibe-edu.org” are handled in accordance with the relevant provisions of PDPO.

### Data Collection & Use

We collect personal data from our site visitors provided on a voluntary basis in some web pages. Personal information may include name of contact person, e-mail address, etc. The information is used only by us for the “Professional Career Corner” which we invite you to provide your data. We would not use your personal data for any other purposes without your prior consent unless such use is permitted or required by law.

### Use of cookies

When you browse this website, cookies will be stored in your computer’s hard drive. The purpose of using cookies is to facilitate you in browsing this website only. We will not collect any personally identifiable data from you under this circumstance. You may choose not to accept the cookies, but if you do, you may not be able to use or activate certain functionality in this website.

### Disclosure

Contact person of the company confirms and acknowledges that he/she discloses his/her personal data and all other information to the public of his/her own volition when he/she completes the “Recruitment Post Information Sheet”.

### Security

All personal data you provide to us at our website is securely kept with restricted access by authorised personnel only.

### Changes in this Privacy Statement

AIBE reserves the right to update, revise, modify or amend this Privacy Statement at any time as AIBE deems necessary, so Users are strongly recommended to review this Privacy Statement frequently.