

1. Introduction

HKRRLS is committed to protect and respect your privacy. HKRRLS will collect, use and process your personal data in accordance with this Personal Data Privacy Statement and the requirements under the Personal Data (Privacy) Ordinance (the “Ordinance”).

2. Collection of Personal Data

2.1 HKRRLS may collect certain personal information which (either on its own or when combined with other information we hold about you) allows us to identify you as an individual and which is about you.

2.2 HKRRLS will collect your personal data which includes your name, email address, data of birth, gender, age, occupation, contact phone number, postal address, education level, payment information (such as debit or credit card details or bank account information).

2.3 HKRRLS will normally collect personal information directly from you when you volunteer it to us, or when HKRRLS gather it during performance of contract HKRRLS has with you.

2.4 HKRRLS may store your personal information in electronic and/or hard copy format.

3. Purpose of collection and use of personal data

3.1 HKRRLS will use your personal information to perform the contract HKRRLS has with you.

3.2 HKRRLS may also use your personal information to:

- a) identify and verify your identity.
- b) provide you with administrative information and/or service announcements and updates.
- c) ensure records of HKRRLS are accurate and up to date.
- d) administer legitimate internal management analysis.
- e) meet audit requirements.
- f) comply with legal obligations and to perform statutory and public functions and duties.
- g) all other matters in relation to the daily operation, the safety and reliability in connection with provision of the services of HKRRLS.

3.3 Whenever you are requested by HKRRLS to provide your personal data, you have the right to decide as to whether you should provide your personal data to HKRRLS but are not obliged to do so. If you do not provide HKRRLS with the requested information or if the information provided by you is inadequate or inaccurate, HKRRLS may not be able to perform the contract HKRRLS has with you.

4. Disclosure / Transfer of Personal Data

4.1 Your personal information will be made available to those members of our staff who need to see it in order to perform their functions/roles/responsibilities in respect of performing the contract HKRRLS has with you.

4.2 HKRRLS may makes use of expert third party service providers to perform functions and/or provide services (such as website hosting,

communication methods, payment services, logistics, IT, and security).

These third party service providers (“Data Processors”) may use your personal information in order to assist HKRRLS.

4.3 HKRRLS may share personal information within the HKRRLS advisory boards, panels and councils as needed for reasonable management, analysis, planning and decision making, including in relation to taking decisions regarding the contract HKRRLS has with you.

4.4 Where thought necessary by the HKRRLS, in limited cases, your personal information may also be shared with other people and organisations outside the HKRRLS to the extent permitted or required by law. For example, we may provide your personal information to:

- a. government authorities, law enforcement and regulatory authorities where required or permitted by law, and for tax or other lawful purposes.
- b. external parties in response to legal process, and when required to comply with laws, to respond to an emergency, or to enforce our agreements, policies, rules and terms, or to protect the rights, property or safety of our staff, agents, customers and other users of our Services.
- c. parties to whom you authorize us to release your personal information.

5. Access to, correction or erasure of personal data

5.1 You have the right to access to, request for correction/rectification or erasure of your personal data. Any request shall be made in writing to HKRRLS data protection officer at: info@hkrrls.org.hk. In any event, you

have the right to refer any complaint to the relevant authority or to make enquiry with your own solicitors.

6. Security

6.1 HKRRLS will keep your personal data in secret, and will erase personal data which is no longer necessary for the purposes for which they are to be used.

7. Privacy Policy

7.1 HKRRLS shall comply with the requirements under the Ordinance, and shall endeavour to maintain the security and confidentiality of your personal data.