

## **Privacy Policy Statement (PPS)**

Hong Kong Biotechnology Organization ("HKBIO") is committed to safeguarding the privacy of members in accordance with the Hong Kong Personal Data (Privacy) Ordinance (Chapter 486) (the "Ordinance") under the laws of Hong Kong. When you register to become a HKBIO member, all information provided is automatically submitted to Hong Kong Biotechnology Organization. All personal data ("Personal Data") collected are for HKBIO internal use only. We endeavour to preserve, protect and keep confidential of all Personal Data stored, and/or collected, and/or transferred from you. Please read the following to learn more about our Privacy Policy Statement ("Statement") :

### **1. What this Statement Covers**

This Statement covers the Personal Data that we collect and handle when you become our member, when you subscribe with us or when you request for our services. Where our operations are subject to privacy legislation other than that of the Hong Kong Special Administrative Region ("Hong Kong"), then this Statement shall be applied so far as practicable and consistent with such local legislation.

### **2. Collection of Personal Data**

2.1 You may be requested to provide your Personal Data when you visit our websites, such as when you subscribe to become our member, when you submit any comments or feedbacks to us, and/or when you are required to verify your identity with us.

2.2 The Personal Data that you may be requested to provide us include but are not limited to, your title, name, gender, phone number, email address, mailing address, birthday information, nationality, occupation, company information, business registration, and personal interests.

2.3 It is mandatory for you to provide certain categories of Personal Data (as specified at the time of collection). Refusal to provide any Personal Data marked as mandatory may render us unable to handle any membership application or request you are making, and we reserve the

right not to provide our services, including refusing your membership application.

2.4 All Personal Data will be collected on a voluntary, open and fair basis.

2.5 Any information that we collect will be used for internal use only, and will not be disclosed to third parties.

### **3. Purpose for Collection of Personal Data**

HKBIO will collect your Personal Data for the following purposes:

3.1 for handling your membership application, maintaining and managing your member account;

3.2 for the provision of promotion, eCoupon and services under any programs or events by HKBIO / its service providers (who are engaged by us to assist with providing you our services);

3.3 for carrying out your instructions or responding to your enquiry;

3.4 for performing investigation, research or statistical analysis in order to improve our services and for marketing purpose;

3.5 with your consent, for direct marketing purpose, and for notifying you about activities, special offers and other special promotions;

3.6 for forming part of membership data base necessary for the HKBIO's operation; and/or

3.7 for observing any legal, governmental or regulatory requirements of Hong Kong or other relevant jurisdiction including any disclosure or notification requirements to which HKBIO or other class of data recipient are subject.

### **4. Accuracy**

HKBIO will take all practicable steps to ensure that the Personal Data so collected are accurate. However, your efforts to provide accurate Personal Data upon subscription of HKBIO services and thereafter to update HKBIO of any changes of your Personal Data are always welcome.

### **5. Personal Data Sharing and Disclosure**

5.1 You further agree that we may disclose and transfer (whether in Hong Kong or abroad) your Personal Data to third party services

providers engaged by us to assist with providing you with our services and securely disposing of your Personal Data ("Third Party Service Providers"). Third Party Service Providers are under a duty of confidentiality to us and are only permitted to use your Personal Data in connection with the purposes specified at Clause 3 above, and not for their own purposes (including direct marketing).

5.2 When necessary we may also disclose and transfer (whether in Hong Kong or overseas) your Personal Data to our professional advisers, law enforcement agencies, insurers, government and regulatory and other organisations for purposes specified at Clause 3 above.

5.3 HKBIO may, only with your consent or with your indication of no objection, use your name, phone number, residential address and email address, to provide you with membership programme details and/or marketing and promotional materials about HKBIO.

5.4 We may share aggregated data, provided your identity will not be disclosed by such sharing, with third parties for various purposes (including marketing and advertising), and may use this data in order to better understand your needs and to improve and adapt our services.

5.5 Any Personal Data supplied by you will be retained by us and will be accessible by our employees, any third party service providers engaged by us and third parties referred to at Clause 3.7 above, for or in relation to any of the purposes stated in Clause 3 herein.

## **6. Access and Correction**

6.1 You have the right to know whether HKBIO holds any of your Personal Data.

6.2 You have full control and ability to correct or edit your Personal Data at any time, including whether you want us to contact you for direct marketing purpose, for updating you on new services or membership benefits.

6.3 If you have any questions regarding this Privacy Policy or if you wish to access or correct your Personal Data, you can email us via [info@hkbio.org.hk](mailto:info@hkbio.org.hk). HKBIO will, upon satisfying itself of the authenticity and validity of the access or correction request, make every endeavour to comply with and respond to the request within the period set by the statutory requirement.

6.4 In accordance with the Ordinance, we reserve the right to charge you a reasonable fee for the processing of any data access or correction request.

## **7. Confidentiality & Security**

When you provide your personal information to us, only authorized HKBIO staff have access right to retrieve these information for carrying out their job duties and they must comply with a set of strict guidelines on how to use these Personal Data.

Since no system is impenetrable and no information provided over the Internet is completely secure, therefore we cannot guarantee the security of any information that you transmit to us or receive from us over the Internet.

## **8. Retention of Personal Data**

Your Personal Data will only be retained for as long as is necessary to fulfil the original purpose for which it was collected, unless contrary to any applicable statutory requirement.

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