

Privacy Policy Statement

1. Statement of Policy

1. Hong Kong Science and Technology Parks Corporation (“**HKSTP**”) pledges to meet fully with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (the “**Ordinance**”). To this end, HKSTP will ensure compliance by its staff to the strictest standards of security and confidentiality in respect of all personal information and data (“**Personal Data**”) provided by partner companies of HKSTP (“**Partners**”) and job seekers (“**Individuals**”) who have access to or use the website “Talent.hkstp.org” (this “**Website**”) (such Partners and Individuals shall hereinafter collectively referred to as “**Customers**”) or use the recruitment and/or related services provided on this Website (“**Service**”). HKSTP will not, subject to the terms herein, release such information to anyone without the prior consent of the Individuals.
2. HKSTP has in place (i) this Privacy Policy Statement (“**Privacy Statement**”) and (ii) data privacy policies and practices regarding the treatment of Personal Data as stipulated in the terms and conditions with respect to the access and use of this Website and/or the Service (the “**Terms and Conditions of Service**”), both of which forms an integral part as if they have been reproduced verbatim in full in this Privacy Statement.
3. This Privacy Statement and the Terms and Conditions of Service shall be binding on (i) the Individuals upon their opting to accept the terms and conditions / privacy policy on registration and using the services on this Website or (ii) the Partners upon clicking the login button.
4. Customers are strongly recommended to review this Privacy Statement and the Terms and Conditions of Service carefully and direct any queries by email to our Data Protection Officer at dpo@hkstp.org.
5. HKSTP may update or change its data privacy policies and practices in this Privacy Statement and the Terms and Conditions of Service from time to time. Any changes made therein will be effective immediately when posted on this Website. Therefore, it is advisable for the Customers to review the data privacy policies and practices as stated in this Privacy Statement and Terms and Conditions of Service regularly for our latest privacy policies and practices and terms and conditions.

2. Personal Data to be Collected

1. The Personal Data may include but are not limited to name, login ID and password, address, email address, phone number, age, gender, date of birth, country of residence, nationality, education level and work experience that is/are not otherwise publicly available. Occasionally, HKSTP may also collect additional

personal information and/or data from Customers, including from publicly available sources such as LinkedIn, Facebook or other social media platforms where a Customer uses a federated login through such social media account to access the Website.

2. Only duly authorized staff of HKSTP will be permitted to access Individuals' Personal Data, and HKSTP shall not release such information and data to any third parties save and except for the circumstances listed out under the section headed "**Disclosure and Transfer of Personal Data**" (section 4).

3. Purpose of Collecting and Using Personal Data

1. In the course of using this Website, Individuals may disclose or be asked to provide personal information and/or data. In order to have the benefit of and enjoy various services offered by this Website, it may be necessary for Individuals to provide HKSTP with their personal information and/or data. Although Individuals are not obliged to provide the information and/or data as requested on this Website, HKSTP will not be able to render certain services on this Website in the event that Individuals fail to do so.
2. HKSTP collects Personal Data through this Website and/or the Service for the purposes specified in this Privacy Statement, including but are not limited to providing the Service to Customers, including answering enquires and processing applications from Individuals in respect of job advertisements posted by Partners or HKSTP through the Service and on this Website. For the avoidance of doubt, the purposes of using Personal Data include, but are not limited to the following:
 - i. for the daily operation of the services provided to Customers;
 - ii. to confirm the identity of Customers;
 - iii. to facilitate the job search by Individuals and to provide assistance to Partners to find suitable candidates to fill job vacancies;
 - iv. to provide Customers with various services offered by this Website and job openings;
 - v. to provide Individuals with promotional and marketing materials subject to the Individuals' prescribed consent or authorization. For further details, please refer to section headed "Direct Marketing" (section 6);
 - vi. to handle and follow up on enquiries, requests and complaints from Customers; and
 - vii. to assist HKSTP with developments for future marketing and promoting purposes or other internal purposes such as statistics and researches.
3. If an Individual is under the age of 18, HKSTP would strongly recommend him/her to seek prior consent from a person with parental responsibility for him/her, e.g.

parent or guardian, who may contact Talent Pool Support Team for registering the Individual as a member of this Website.

4. Disclosure and Transfer of Personal Data

1. HKSTP strives to take all practicable steps to keep all personal information and data of Individuals confidential and/or undisclosed.
2. In order for HKSTP to provide the Service, the Website relies on or interacts with the following APIs or third-party services which involves retrieving and/or transfer of Personal Data:

<u>API / Third Party</u>	<u>Purpose</u>	<u>Third Party Privacy Policy</u>
OnePass	HKSTP's login and user authentication system for Individuals	N/A
STP CRM	HKSTP's customer relationship management (login and authentication) system for Partners	N/A
Affinda	Parse Individual's CV data to extract relevant key background data	https://www.affinda.com/privacy-and-data-protection-policy
Microsoft Azure and Blob storage	Cloud storage solution	https://azure.microsoft.com/en-us/explore/trusted-cloud/privacy
LinkedIn	Retrieve Individuals' profile data; post recruitment job ads for Partners	https://www.linkedin.com/legal/privacy-policy
SendGrid	Generate email template	[]
[]	Scan uploaded documents for virus and malware	[]
Google Analytics 4 (GA4) and Google Tag Manager (GTM)	Data analytics	https://policies.google.com/privacy?hl=en

3. HKSTP will only disclose and/or transfer Individuals' Personal Data to HKSTP's personnel and staff for the purpose of providing services to Customers who have made specific requests for such information and/or data with Individuals' prior consent. However, HKSTP may disclose and/or transfer such information and/or data to third parties under the following circumstances:
 - i. where information and/or data are disclosed and/or transferred to third parties such as external suppliers or service providers who have been authorized by HKSTP to use such information and/or data and are under a duty of confidentiality to HKSTP for purposes of operating and maintaining this Website and providing the Service;
 - ii. where permitted under this Privacy Statement and the Terms and Conditions of Service;
 - iii. where HKSTP needs to protect and defend its rights and property;
 - iv. where HKSTP considers necessary to do so in order to comply with the applicable laws and regulations, including without limitation compliance with a judicial proceeding, court order, or legal process served on this Website;
 - v. where HKSTP deems necessary in order to maintain and improve the services on this Website.

5. Protection and Security of Personal Data

1. HKSTP will strive to ensure that all Personal Data are protected against unauthorized access. As a security measure for registered use of this Website or the Service, each Partner and Individual will be assigned an account with login name and password which should be kept confidential, uncompromised and should not be disclosed to or shared with other unauthorized persons or parties. Despite the measures taken to protect Personal Data, it is well known that the transmission of information on the internet has never been completely secure and transmission of such information to or from this Website will be solely at the Customers' own risk. Nonetheless, HKSTP will continue to implement the strictest measures in the protection of Personal Data against unauthorized access. If for any reason, any fraudulent or unauthorized activity on this Website is detected or suspected, HKSTP will terminate or suspend the account concerned as provided in the Terms and Conditions of Service and will follow up with the relevant authorities or otherwise.

6. Direct Marketing

1. HKSTP may from time to time send to Individuals promotional and marketing materials based on the personal information and data they have provided to HKSTP. HKSTP may use Individuals' data in direct marketing and will seek their consent (or an indication of no objection) for that purpose.

2. In this regard, Individuals may choose to sign up or unsubscribe for such materials by logging into the “User Profile” webpage, or clicking on the automatic link appearing in each marketing communication, or contact the Talent Pool Support Team whose contact details are given under the section headed “**Enquiries**” (section 10).

7. Access to or Request for Correction of Data

1. Any Individual has the right to request access to or make amendments to his/her own Personal Data held by HKSTP by contacting the Data Protection Officer whose contact details are given under the section headed “**Enquiries**” (section 10).
2. Subject to the paragraph below, an Individual may alternatively edit, amend or delete his/her personal information and data at any time by logging into the “User Profile” webpage of this Website.
3. In the event that an Individual wishes to access or amend his/her Personal Data, HKSTP may request him/her to provide personal details in order to verify and confirm his/her identity. Identity card number or passport number or business registration certificate number cannot be amended unless such data is proved to be inaccurate. HKSTP is required to respond to an Individual’s requests within 40 days of his/her request and will endeavor to do so wherever possible, but HKSTP reserves the rights to charge the Individual a reasonable fee for doing so.

8. Log Files and Cookies

1. Log files have been set up in this Website and/or the Service.
2. HKSTP does not collect any personally identifiable information from any Customers whilst they visit and browse this Website, nor does it link the log file information to any personally identifiable information.
3. The log files are used for the purpose of helping HKSTP to understand the preferences of Customers for future visits on this Website, to keep track of HKSTP promotions and to gather data about site traffic and site interaction. This is done so that HKSTP will be able to improve on the Customers’ usage of this Website and/or the Service and provide the Customers with better site experiences and tools in future visits to this Website.
4. Cookies have not been set up in this Website and/or the Service.

9. Retention of Personal Data

1. HKSTP will retain the personal data of an Individual for a period of time necessary to fulfill the purposes for which the data was collected as set out under the section headed “**Purpose of Collecting and Using Personal Data**” (section 3).

2. An Individual may terminate his/her membership of this Website by contacting the Talent Pool Support Team of HKSTP whose contact details are set out under the section headed “**Enquiries**” (section 10).
3. HKSTP may retain an Individual’s personal information after he/she has closed his/her account if retention is reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes between Customers, prevent fraud and abuse, or enforce this Privacy Statement and the Terms and Conditions.

10. Enquiries

1. If you wish to unsubscribe for the marketing materials or terminate membership of this Website, please write to us by email at talentpool@hkstp.org or by post at the following address:

Talent Pool Support Team
Hong Kong Science & Technology Parks Corporation
8/F., Bio-Informatics Centre
No. 2 Science Park West Avenue
Hong Kong Science Park, Shatin, Hong Kong

2. If you have any enquiries relating to this Privacy Statement, please send your request to our Data Protection Officer by email at dpo@hkstp.org or by post at the following address:

The Data Protection Officer
Hong Kong Science & Technology Parks Corporation
8/F., Bio-Informatics Centre
No. 2 Science Park West Avenue
Hong Kong Science Park, Shatin, Hong Kong