

Hong Kong Science & Technology Parks Corporation ("HKSTP")

Personal Information Collection Statement

1. From time to time, it is necessary for individual customers and individuals providing guarantees on their behalf (collectively, "guarantors") or (where customers or guarantors are businesses, other organisations or schools, incorporated or otherwise) their individual representatives (including but not limited to their directors, other officers, employees and staff members) (in this statement these individual representatives will also be referred to generally as "customers" and "guarantors", as the context requires, and, in paragraph 6 below, as "Representatives") to supply HKSTP with data in connection with their application for (i) participating in events, conferences and activities organised by HKSTP, (ii) using or leasing the facilities and premises provided by HKSTP and the administration in relation thereto, and (iii) receiving newsletters, other news about HKSTP and its partners in the fields of education, social services, technology and related businesses, event and conference invitations, and other relevant information from HKSTP (items (i) to (iii) will be referred to in this statement collectively as "Services"). These data may include name, title, telephone number, email address, mailing address, copies, and other details, of identity documents, and other contact and personal details.
2. It is also the case that HKSTP collects data from customers and guarantors in the ordinary course of the provision of Services and the service recipient-service provider relationship on an ongoing basis.
3. The purposes for which HKSTP **may use a customer and a guarantor's personal data** are divided into obligatory purposes and voluntary purposes.
 - 3.1 Obligatory purposes – if a customer or a guarantor does not want HKSTP to use his/her personal data for any of the purposes listed in paragraphs (a) to (d) below (inclusive), HKSTP will not be able to provide the requested Services.

All personal data about a customer and a guarantor will be used for -

- (a) the provision of Services to the customer in accordance with the customer's application and as HKSTP may otherwise deem appropriate or necessary, including but not limited to assessing/evaluating tenancy and incubation programme applications;
- (b) the billing and collection of outstanding fees and/or rental from the customer or the guarantor;

(c) purposes specifically provided for in any particular Service offered by HKSTP; and

(d) purposes directly related to any of the above.

3.2 Voluntary purposes – subject to paragraph 6 below, a customer and a guarantor's consent is required for HKSTP to use personal data for any of the purposes listed in paragraph (e) below and unless the customer or the guarantor advises HKSTP that he/she agrees that HKSTP may use his/her personal data for those purposes, HKSTP will not do so.

The customer or guarantor's name, title, telephone number, email address, mailing address and his/her record of attending previous HKSTP events (collectively in this statement, "contact data") provided by the customer or guarantor to HKSTP will be used for -

(e) marketing (i) the conferences, events and activities organised by HKSTP, (ii) the facilities and premises offered by HKSTP for research and development purposes and (iii) the products and services offered by HKSTP's partners involved in the fields of education, social services, technology and related businesses including universities, Government, professional and industrial bodies and trade associations (items (i) and (ii) will be referred to collectively in this statement as "HKSTP Business").

A Consent Form is provided at the end of this statement for customers and guarantors to indicate their consent to the use of their contact data for these marketing purposes.

4. In addition to itself using customers and guarantors' contact data to market the HKSTP Business, HKSTP also provides and/or intends to provide its customers and guarantors' contact data to overseas consultants (collectively in this statement, "Marketing Consultants") engaged to provide marketing services in relation to the HKSTP Business on HKSTP's behalf both in and outside Hong Kong.

5. If a customer or a guarantor does not agree to HKSTP, or wants HKSTP to stop, using his/her personal data for the purposes mentioned in paragraph (e) of 3.2 above, the customer or guarantor may, without charge, exercise his/her opt-out right by notifying HKSTP. The customer or guarantor should send any opt-out notice to HKSTP's Data Protection Officer mentioned in paragraph 11 below by mail or email and allow ten (10) working days for the removal of his/her personal data from HKSTP's direct marketing database.

6. IMPORTANT NOTE about HKSTP marketing:

All marketing communications to Representatives are sent to them in their official capacity as representatives of the customer or guarantor business, school or organisation for whom they work or who they represent and *not* in their individual capacity.

7. The provision of the data to Marketing Consultants mentioned in paragraph 4 above is for HKSTP's **business purposes**.
8. Data held by HKSTP relating to a customer or guarantor will be kept confidential but HKSTP may provide such information to all the following parties - for the purposes set out in paragraphs 3.1(a) to (d) above, and (ii) if the customer and/or guarantor agrees, the parties specified in paragraph (d) below - for the purposes set out in paragraph 3.2(e) above: -
 - (a) any agent, contractor or third party service provider who provides administrative, property management, telecommunications, computer or other services to HKSTP in connection with the operation of its business and the Services;
 - (b) any other person under a duty of confidentiality to HKSTP who has undertaken to keep such information confidential;
 - (c) any person to whom there is an obligation, requirement, recommendation or instruction to make disclosure under (i) any law binding on HKSTP, (ii) any guidelines, regulations or other measures issued by regulatory or other authorities (including industry and self-regulatory bodies) with which HKSTP is obliged or expected to comply;
 - (d) provided the customer and/or the guarantor has agreed to the use of his/her personal data for direct marketing, to Marketing Consultants so that they can market HKSTP Business; and
 - (e) to any other parties whom the customer or the guarantor has expressly or impliedly authorised HKSTP to make such disclosures as may be reasonably necessary or expedient to procure or fulfill the customers or the guarantors' request(s) for the Services.
9. Under and in accordance with the terms of the Personal Data (Privacy) Ordinance (the "Ordinance") and guidelines issued pursuant thereto, any individual may:
 - (a) check whether HKSTP holds data about him/her and may request access to such data;
 - (b) request HKSTP to correct any data relating to him/her which are inaccurate;
 - (c) request HKSTP to specify its policies and practices in relation to data and to be informed of the kind of personal data held by HKSTP; and

- (d) request HKSTP to cease using his/her personal data for its marketing purposes
10. In accordance with the terms of the Ordinance, HKSTP has the right to charge a reasonable fee for the processing of any data access or correction request.
11. The person to whom opt-out requests or consents in relation to the use of personal data for direct marketing, requests for access to data or correction of data and for information regarding policies and practices and kinds of data held are to be addressed is as follows: -

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

Email address: dpo@hkstp.org

12. Nothing in this statement shall limit the rights of customers or guarantors under the Ordinance.

April 2013

(For use by individual customer/guarantor – please complete this form in English and block letters)

DIRECT MARKETING CONSENT FORM

Date:

To: Hong Kong Science and Technology Parks Corporation ("HKSTP")

- I would like to receive marketing communications from HKSTP and I understand that HKSTP may send my data to Marketing Consultants to market HKSTP Business on HKSTP's behalf both in and outside Hong Kong.

I agree that the instructions above override all my previous instructions to HKSTP in relation to its marketing activities in respect of all my existing relationships with HKSTP (if any).

The personal data that HKSTP can use about me are set out below.

My full name:

Mailing address:

Email:

Contact number:

Previous records of my attendance at HKSTP events, seminars and conferences