

Hong Kong Science and Technology Parks Corporation

Personal Information Collection Statement

This Statement sets out how Hong Kong Science and Technology Parks Corporation (“**HKSTPC**”, “**we**” or “**us**”) collect, use, manage and protect the personal data and other information (collectively “**Data**”) you may provide to us.

Such Data may include but is not limited to name, title, telephone number, email address, mailing address, copies, and other details, of identity documents, and other contact and personal details and may be collected as a result of or in connection with: (i) any application for participating in events, conferences, funding and incentive programs, and any other types of activities organised by HKSTPC from time to time, (ii) the use and/or leasing of any facilities and premises, and/or subscription of various services provided by HKSTPC and the administration in relation thereto, and (iii) receiving newsletters and any other news or information about HKSTPC and/or its partners in relation to education, social services, technology and related businesses, event and conference invitations (collectively the “**Services**”).

1. General Protection

All Data is collected, used, disclosed and retained by HKSTPC in accordance with all relevant laws, regulations and/or licence requirements including, without limitation, the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (“**Ordinance**”). Data may include but is not limited to name, title, telephone number, email address, mailing address, copies, and other details, of identity documents, and other contact and personal details.

The provision of Data by you to HKSTPC is generally made on a voluntary basis. However, in certain circumstances, if you fail to provide us with the requisite Data, HKSTPC may not be able to fulfil or provide the relevant Services to you.

2. Use of the Data

The Data we collect may be used for the following purposes:

- (a) To verify your identity;
- (b) To process your application for the relevant Services, including verifying your eligibility for such Services
- (c) To assess and evaluate your compliance with the various funding and incentive programs offered by HKSTPC from time to time, including the incubation programs;
- (d) To assess and evaluate your compliance under the relevant leases;

- (e) To activate and/or renew the Services to which you may have subscribed;
- (f) To promote and market the Services, including, sending you notices and/or updates about general benefits and/or promotions related to the Services we provide and other products and/or services of our service providers;
- (g) To perform research or analyses so that we may improve and optimise our Services;
- (h) To conduct surveys and marketing, promotional, behavioural scoring for business operations and/or planning purposes;
- (i) To market (i) the conferences, events and activities organised by HKSTPC, (ii) the facilities and premises and services HKSTPC may offer, (iii) the products and services of our business partners and/or trade associations and/or professional and industrial bodies that may be offered from time to time (collectively referred to as “**direct marketing**”);
- (j) To process any payment and billing of various fees and rental in relation to the Services we provide;
- (k) To comply with applicable laws in or outside of Hong Kong as may be required by applicable government authorities, courts, law enforcement and/or regulatory bodies; and
- (l) Any other specific purposes which we may set out in the relevant Personal Collection Statement for specific Services.

3. Disclosure of Data

3.1 In order to provide the Services that you have subscribed, HKSTPC may, to the extent permitted under applicable laws and regulations, disclose your Data to the Service Providers (as defined below):

- (a) any agent, contractor or third party service provider who provides administrative, property management, telecommunications, computer or other services to HKSTPC in connection with the operation of its business and the Services;
- (b) any other person under a duty of confidentiality to HKSTPC who has undertaken to keep such information confidential;
- (c) any government and regulatory authorities and other organisations as required or authorised by law;
- (c) our professional advisors, including our accountants, auditors, lawyers and insurers; and
- (d) to any other parties whom you have expressly or impliedly authorised HKSTPC to make such disclosures as may be reasonably necessary or expedient to procure or fulfill your request(s) for the Services.

3.2 Subject to your consent for HKSTPC to use your Data for direct marketing purposes, we may disclose your Data (including, without limitation, your name and contact particulars), to any consultants both in Hong Kong and overseas (“**Marketing Consultants**”) engaged by HKSTPC to provide direct marketing services. You may withdraw your consent and opt out from receiving direct marketing material and/or communications from the relevant Services at any time.

4. Retention of Data

We will retain your Data in compliance with the Ordinance. Your Data shall only be retained for so long as is necessary to fulfil the original or directly related purposes for which it was collected, unless the Data is also retained to satisfy any applicable legal, regulatory and/or contractual obligations or you have given prior consent for a change of use of your Data .

5. Access and Update of Data

5.1 Under and in accordance with the terms of the Ordinance (and guidelines issued pursuant thereto), you may:

- (a) check whether HKSTPC holds data about yourself and may request access to your Data;
- (b) request HKSTPC to correct any of your Data that is inaccurate or no longer applicable;
- (c) request HKSTPC to specify its policies and practices in relation to your Data and be informed of the kind of personal data held by HKSTPC; and
- (d) request HKSTPC to cease using your Data for direct marketing purposes.

5.2 In accordance with the terms of the Ordinance, HKSTPC has the right to charge a reasonable fee for the processing of any Data access or correction request and you will be advised in advance of the applicable fees, if any.

5.3 Any opt-out requests or consents in relation to the use of Data for direct marketing, requests for access to any Data or correction of any Data and for information regarding policies and practices and kinds of Data held are to be addressed to the following:

The Data Protection Officer
Hong Kong Science and Technology Parks Corporation
5/F, Building 5E, No. 5 Science Park East Avenue
Hong Kong Science Park, Shatin, Hong Kong

Email address: dpo@hkstp.org

This Statement may be revised from time to time and all handling of Data will be governed by the most recent version of this Statement, available on our website at www.hkstp.org.