

Hong Kong Science and Technology Parks (Shenzhen) Limited

Personal Information Collection Statement (Detailed)

This Statement sets out how Hong Kong Science and Technology Parks (Shenzhen) Limited (“HKSTP (SZ)”, “we” or “us”) collect, use, manage, and protect the Personal Information (as defined below) and other information (collectively “Data”) you may provide to us.

“Personal Information” refers to any kind of information related to an identified or identifiable natural person as electronically or otherwise recorded, excluding information that has been anonymized, including your contact full name, contact number, company/ personal e-mail address, office address, company name, communicate e-mail and log files when you visiting our website such as your IP address, URL of the referring website, operating system, time of access and data volume transmitted.

Your Personal Information may be collected as a result of or in connection with any of the followings:

- (i) any application for participating in events, conferences, funding and incentive programs, and any other types of activities organised by HKSTP(SZ) from time to time;
- (ii) the use and/or leasing of any facilities and premises and/or subscription of various services provided by HKSTP (SZ) and the administration in relation thereto;
- (iii) receiving newsletters and any other news or information about HKSTP (SZ) and/or its partners in relation to education, social services, technology and related businesses, event and conference invitations. (collectively the “Activities”); or
- (iv) any visiting or browsing of content offered by our website.

1. General Protection

- 1.1 All Personal Information is collected, stored, used, processed, transferred, shared, disclosed and deleted by HKSTP (SZ) in accordance with all relevant laws, regulations and/or license requirements including, without limitation, the *Personal Information Protection Law* of the People’s Republic of China (“PRC”).

2. Use of the Data

- 2.1 The Personal Information we collect from you is used for the following purposes:
 - (a) to verify your identity;
 - (b) to process your application for the relevant Activities, including verifying your eligibility for such Activities;
 - (c) to assess and evaluate your compliance with the various funding and incentive programs offered by HKSTP (SZ) 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 any of the Activities to which you have participated in;
- (f) to promote and market any of the Activities, including, sending you notices and/or updates about general benefits and/or promotions related to any of the Activities 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 or activities offered by HKSTP (SZ);
- (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 HKSTP (SZ);
 - (ii) the facilities and premises HKSTP may offer; and
 - (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 services or activities offered by HKSTP (SZ);
- (k) to ensure the safety and stability of the operation of our website and optimize our website functions;
- (l) to comply with applicable laws in or outside of the People’s Republic of China as may be required by applicable government authorities, courts, law enforcement and/or regulatory bodies; and
- (m) any other specific purposes which we may set out in the relevant Personal Collection Statement for specific services or activities offered by HKSTP (SZ).

2.2 HKSTP (SZ) will only use your Personal Information when you are informed and have provided explicit consent or when we have met other circumstances stipulated by laws and regulations. We may require your assistance in providing additional information for the above purposes. Please note that when we engage in processing activities on your Personal Information based on your consent, you have the right to withdraw your consent at any time. For example, you can withdraw your consent and choose not to participate in any direct marketing activities at any time. Your withdrawal of consent will not affect the validity of any Personal Information processing activities performed on your Personal Information which is based on your consent prior to such withdrawal.

2.3 You are fully aware that in the following situations we do not need to obtain your consent to collect and use your Personal Information:

- (a) necessary to enter into and perform a contract to which you are a party;

- (b) necessary for the performance of our statutory obligations;
- (c) necessary to respond to a public health emergency, or in an emergency, to protect your life, health and property and that of other people;
- (d) conduct news reports, public opinion supervision and other acts for the public interest, and process Personal Information within a reasonable scope;
- (e) processing Personal Information that you have disclosed by you or that has been legally disclosed within a reasonable range in accordance with the law;
- (f) other circumstances stipulated by laws and administrative regulations.

3. Disclosure of Data

3.1 If you have subscribed to any of the services or activities that we provide, HKSTP (SZ) may, to the extent permitted under any applicable laws and regulations, disclose your Personal Information to any of the following third parties:

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

3.2 In order to achieve the purposes set out in Section 2 above (including marketing and financial management purposes) and also for the needs of group management, we will base on your separate consent or any other legal bases share your Personal Information (including your contact full name, contact number, company/ personal e-mail address, office address, company name, communicate e-mail) to our parent company located in Hong Kong, i.e., Hong Kong Science and Technology Parks Corporation (“HKSTP”) (see its contact information in Section 5.1) and related service providers.

For example, to achieve marketing purposes, we will disclose your Personal Information as listed above to our parent company and to any overseas consultants (“**Marketing Consultants**”) engaged by it to provide direct marketing services. You can withdraw your consent and opt out from receiving direct marketing material and/or communications from the relevant services or activities at any time.

3.3 If we are requested by competent courts, government agencies and other authorities, we may disclose your Personal Information as requested. We also disclose your Personal Information when we believe it is necessary to do so in order to comply with relevant laws and regulations.

- 3.4 If we sell a business or asset, we may disclose your Personal Information to potential buyers for due diligence purposes and may disclose to the third party who acquires such business or asset.

4. Retention of Data

- 4.1 We will only retain your Personal Information for the period necessary to achieve the above mentioned purposes, unless otherwise stipulated by laws and regulations or otherwise authorized by you. After the retention period expires, your relevant Personal Information will be permanently deleted from the IT system.
- 4.2 We will also procure the above-mentioned third parties to delete your Personal Information after its completion of the authorized activities.

5. Data Cross-border Transfer

- 5.1 In order to achieve the purposes set out in Section 2 above (including marketing and financial management purposes) and also for the needs of group management, we will based on your separate consent or any other legal bases share your Personal Information (including your contact full name, contact number, company/ personal e-mail address, office address, company name, communicate e-mail) to our parent company HKSTP and related service providers.

Contact information of HKSTP:

Location: 5/F, Building 5E, 5 Science Park East Avenue, Hong Kong Science Park, Shatin, HK

E-mail address: dpo@hkstp.org.

- 5.2 When we transfer your Personal Information outside the territory of Mainland China, we will strictly abide by the provisions of Chinese laws and regulations and take a series of reasonable measures to ensure that the activities of overseas recipients to process your Personal Information meet the protection standards stipulated by Chinese laws and regulations and we will conduct Personal Information protection impact assessment to reduce any security risks posed to your Personal Information arising from such processing activities.

6. Data Subject Rights

- 6.1 In respect of your Personal Information, unless otherwise provided by laws and regulations, you enjoy the following rights :
- (a) the right to know and decide on the processing of your Personal Information, and the right to restrict or refuse us to process your Personal Information;
 - (b) the right to access and copy your Personal Information;
 - (c) the right to request us to correct or supplement your Personal Information if you find it is inaccurate or incomplete;
 - (d) the right to withdraw your consent to any processing activities related to your Personal Information. The withdrawal of such consent shall not affect the validity of any such processing activities carried out prior to such withdrawal;
 - (e) the right to request the transfer of your Personal Information to your designated Personal Information processors for processing;
 - (f) the right to ask us to explain the relevant rules on processing of your Personal Information;

(g) the right to request us to delete your Personal Information under certain circumstances.

- 6.2 You may submit a request to exercise your rights or other related enquires to us through the contact details set out in Section 8 of this Statement. To verify your identity and respond to your requests, you may be required to provide additional information (such as your name and a copy of your identity document). We may not be able to provide data that you are not legally entitled to see (such as data involving Personal Information of others).

7. Security of Data

- 7.1 We strive to protect your Personal Information from unauthorized access, use, disclosure, modification, damage or loss, and other forms of illegal processing by strengthening our physical, administrative and technical security safeguards.
- 7.2 In the event of the occurrence of a security incident relating to Personal Information we will inform you of the following information: the basic facts of the security incident and its possible impact, the measures we have taken or will take to deal with it, and suggestions for you to prevent and reduce risks. We will endeavor to inform you in a timely manner by phone, email, etc. Under certain circumstances, we may make appropriate announcements on our website.
- 7.3 If you know or have reason to believe that your Personal Information has been lost, stolen, misappropriated or otherwise hacked, or that there is any actual or suspected misappropriation of your Personal Information, you may contact us in accordance with Section 8 of this Statement.

8. Contact Us

- 8.1 If you have any comments, suggestions or questions about this Statement, or have any requests and inquiries about your Personal Information rights, please contact us in the following ways:

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

- 8.2 We will use our best endeavours to respond to your request and enquires within 15 working days.

9. Revision and Update

- 9.1 This Statement may be revised from time to time and all processing of Personal Information will be governed by the most recent version of this Statement. If there are any updates to this Statement, we will promptly provide you with the most recent version through our company website (www.hkstp.org) or other appropriate means.

- 9.2 This Statement is written in Chinese with an English translation. If there is any discrepancy or conflict between the Chinese and its English translation, the Chinese version prevails.