

PRIVACY POLICY STATEMENT

Thank you for registering in our services, courses, seminars and events.

We, Hong Kong Quality Assurance Agency, pledge to meet fully the requirements of the Personal Data (Privacy) Ordinance. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality.

We understand that you care about the security of your privacy. It is therefore our prime concern to secure your privacy. This Privacy Policy Statement tells you about what information we would collect from you and what we would do about them and also explains our security policy.

Personal Data Collection and Use

Personal data provided by you will be used to process your registration in our services, courses, seminars and events that you have registered.

Where personal data is provided by you, we may occasionally send you some promotional materials regarding our courses, seminars, events, services and latest news. If you do not wish to receive further promotional materials from us, please e-mail to us at unsubscribe@hkqaa.org, fax to (852) 2202 9222 or write to us at Hong Kong Quality Assurance Agency, 19/F, K. Wah Centre, 191 Java Road, North Point, Hong Kong.

When you send us e-mail to make any enquiries, complaints or feedback, we will record your personal data so as to carry out further actions or to do proper follow-ups.

Security of Personal Data

We do take the security of your privacy seriously. Our general policy is not to disclose any personal data to any third parties except as required by law or with your prior consent. All personal data you provided us are secured with restricted access by authorized personnel only. We also instruct our staff of our Privacy Policy from time to time to ensure their strict compliance.

Disclosure and Sharing of Personal Data

Our general policy is to keep all personal data confidential except as permitted or required by law.

The personal data provided will be used for the specified purposes stated by us when collecting such data including processing of enrolment application, statistical purposes and other related matters. We may provide these personal data to persons authorised to process the information for purposes relating to those specified purposes only.

We do not share any personal data about you with other companies or organizations without your prior consent. However, information may be disclosed incidental to or in the course of our operation to the following parties:

1. any personnel, agent, adviser, auditor, contractor, or service provider who provide services and advice to us in connection with our operation
2. business partners of the events that you have registered
3. the person to whom we are required to make disclosure under any law applicable in or outside Hong Kong

You should also note that as we have no control over any act of any third party, the privacy protection stated in this Privacy Policy Statement does not apply to the information which has been disclosed to any third party incidental to or in the course of our operation or in providing our services. We assume no responsibilities on the privacy protection against such third parties.

Data Retention

Personal data you provided to us will be retained for such period as may be necessary for the carrying out of the purposes referred to in this Privacy Policy Statement.

Personal Data Access and Correction

Under the Personal Data (Privacy) Ordinance, you are entitled to be informed by us whether we hold your personal data, to have access to such data and to correct such data if they are inaccurate.

Any such data access request has to be made in writing and be sent to us by mail to: Corporate Communications Unit, Hong Kong Quality Assurance Agency, 19/F, K. Wah Centre, 191 Java Road, North Point, Hong Kong, or by e-mail to: hkqaa.mkt@hkqaa.org .

Updates

We reserve the right to revise, change or modify this Privacy Policy Statement from time to time at our sole discretion by updating this Privacy Policy Statement, posting or by inserting notices located on particular pages at this Website to that effect. Please remember to visit this page from time to time to review any amendments to the above Privacy Policy Statement and their effect on your use of this Website.

Applicable Law

This Privacy Policy Statement shall be governed by and construed in accordance with the laws of Hong Kong, Special Administrative Region of the People's Republic of China.

English Version and Chinese Translation

This Privacy Policy Statement is written in English language with a Chinese translation. If there is any discrepancy or conflict between the English version and its Chinese translation, the English version prevails.

私隱政策聲明

多謝閣下登記本局之服務、培訓課程、講座及活動。

香港品質保證局承諾完全遵守個人資料(私隱)條例的有關規定。為此，本局確保我們的所有員工均會執行最嚴格的保安及保密準則。

本局了解閣下對保安及個人私隱之關注。因此，本局十分重視對閣下私隱的保護。本私隱政策聲明旨在闡述，本局將會從閣下收集甚麼資料，這些資料將會作何種用途，以及本局的有關保安政策。

個人資料的收集及使用

閣下提供之個人資料將會用作處理閣下登記服務、出席課程、講座及活動之用。

本局可能不時利用閣下提供的個人資料，向閣下發送有關本局培訓課程、講座、活動、服務及最新消息的宣傳資料。若閣下不想收到這些宣傳資料，可發送電郵至 unsubscribe@hkqaa.org，傳真至(852) 2202 9222 或致函香港北角渣華道 191 號嘉華國際中心 19 樓香港品質保證局，通知我們中止。

當閣下以電子郵件向本局作出查詢、投訴或回應時，我們會記錄閣下的個人資料，以便採取適當行動或作日後跟進。

個人資料保安

本局十分重視個人資料的保安問題。本局的總政策是，除非法律上要求或得到閣下事先的同意，否則絕不會向任何第三者披露任何個人資料。個人資料一旦儲存於本局，將只能由本局獲授權的僱員接觸。本局還會不時向處理個人資料的僱員就此私隱政策作出指引，以確保有關政策得到嚴格遵守。

個人資料的披露及分發

本局的總政策是，除非法律許可或要求，否則會嚴格將所有個人資料保密。

本局收集的個人資料，只會用於收集資料時所聲稱的指定用途。這些用途包括註冊申請、統計資料編製及其他相關事項。本局也可能將該等資料提供予為這些指定用途而處理有關資料的獲授權人士。

在得到閣下同意之前，本局絕不會向其他公司或機構分發閣下的任何個人資料。不過，在運作過

程中，本局有時需要向下列人士披露有關資料：

1. 向香港品質保證局提供與本局業務運作有關服務或意見的任何人士、代理、顧問、核數師、承辦商或服務供應商；
2. 閣下登記出席的活動之業務伙伴；
3. 依據香港境內外適用法律，香港品質保證局須向其作出披露的人士。

閣下還應注意，由於本局對第三方之行為並無約束力，私隱政策聲明所述的保護私隱的做法，並不適用於在提供服務的過程中已轉移予第三方的資料，而本局對該等第三方是否保護私隱不負任何責任。

保留資料

香港品質保證局可根據本私隱政策聲明所述之目的，在所需要的期間內保留個人資料。

取閱及更正個人資料

根據個人資料(私隱)條例，閣下有權查核香港品質保證局是否持有閣下的個人資料及取閱該等資料，或要求本局更正任何關於閣下的錯誤資料。

如有任何上述要求，可致函：香港北角渣華道 191 號嘉華國際中心 19 樓香港品質保證局企業傳訊組或發送電郵至 hkqaa.mkt@hkqaa.org 。

更新資料

香港品質保證局保留對本私隱政策聲明作出修訂、變動或修改的權利，這包括完全由本局決定，不時更新此私隱政策 聲明、或在本網站的特定網頁上張貼或加插通告。請緊記不時參觀本局網站，閱覽本局對上述私隱政策聲明所作的任何修訂，以及了解這些修訂對閣下使用本局網站之影響。

適用法律

本私隱政策聲明受中華人民共和國香港特別行政區法律管轄，並依據香港特別行政區法律進行解釋。

英文本及中文譯本

本私隱政策聲明以英文訂立，並附有中文譯本。如果本私隱政策聲明之中、英文本有任何不符或衝突，應以英文本為準。