

Personal Information Collection Statement

個人資料收集聲明

Effective Date: 1 October 2019

使用生效日期：2019年10月1日

This Personal Information Collection Statement (“**PICS**”) is made by The Hong Kong HAE Patient Group (hereinafter referred to as “**hae hk**”, “**we**”, “**our**” or “**us**”, including its successors, representatives and permitted assigns). We are a patient support group for HAE patients in Hong Kong. This PICS is designed to help you understand what information we will gather from you and what we will do with such information in terms of your membership with hae hk. 這約章“個人資料收集聲明”是根據“遺傳性血管性水腫病人組織(香港)有限公司”(包含相關組織及該會之承繼)編寫。本會是一個病人組織專立支援遺傳性血管水腫病人。這“個人資料收集聲明”是讓你了解我們如何使用及處理個人資料。

1. Definitions 法律定義

For the purposes of this PICS, the term “**Ordinance**” means the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong Special Administrative Region), and the term “**Personal Data**” means any personal data held by us, including all information provided by you to use in any application or registration processes, to the extent that such transactional records are “personal data” within the meaning of the Ordinance.

這個人資料收集聲明是根據“香港法例第486章個人資料(私隱)條例”內“個人資料”所指包括所有會員申請和會員登記。所有資料的收錄都包含在“香港法例第486章個人資料(私隱)條例”內“個人資料”的規範內。

2. Privacy, Confidentiality and Security 私隱,保密及安全性

We are committed to protecting the privacy, confidentiality and security of the Personal Data collected and held by us by complying with the requirements of the Ordinance with respect to the management of Personal Data. We are equally committed to ensuring that all representatives and third parties we disclose Personal Data to, uphold these obligations. All Personal Data will be held in strict confidence and transferred or disclosed only in accordance with this PICS.

根據“香港法例第486章個人資料(私隱)條例”，我們會確保個人資料得到足夠的保護以達至私隱,保密及安全性並全。同樣我們會確保第三方(關聯機構)使用該資料時也同樣得到一樣保護。個人資料的使用只限於本約章內包含的機構。

3. Purposes of Keeping Personal Data 收集個人資料的原因

Personal Data held by us may be used for the following purposes (“**Purposes**”): 個人資料將會使用在以下情況

- a. processing your membership; 個人資料收進會員冊
- b. conducting analytics; 把個人資料進行分析
- c. compiling aggregate statistics; 編制統計數據
- d. communicating with you; and 和各會員傳遞資訊
- e. complying with the laws, rules, regulations, codes or guidelines. 配合香港法例,條例,規定及相關指引

We will not use any Personal Data for direct marketing purposes or provide Personal Data to third parties for use in direct marketing or for any other unrelated purposes without obtaining your prior consent, or without you providing us with an indication of no objection.

本會不會把個人資料用作直接(商業)宣傳,也確保第三方(關聯機構)遵守同樣規定。如若要進行商業宣傳,本會必須先得到各位同意不反對才會進行。

4. Transferring or Disclosing Personal Data 傳送或公開個人資料

Personal Data held by us will be kept confidential by us, but we may transfer or disclose Personal Data to the following parties within Hong Kong or outside Hong Kong, on a need-to-know basis for any of the Purposes and under a duty of confidentiality to us:

本會會對所有個人資料實行保密,但我們也會把相關資料傳送到協助本會履行本會職務的本地關聯機構及國際相關病人組織。本會只會因應絕對需要傳遞必要資訊。

- a. any affiliated patient support groups; 本會附屬的“醫生與病人支援小組”
- b. any third party service providers or contractors (including their respective sub-contractors) who provide administrative, marketing, research, distribution, data processing, **telemarketing**, telecommunications, computer, payment or other services to us; 第三方(關聯機構)包括行政,宣傳,研究,發送,數據處理,營銷,訊息傳遞,電腦,付款及其他協助本會之機構
- c. any government or law enforcement authority or regulatory bodies; and 政府及其以下之部門,及相關管理機構
- d. any of our professional advisors or professional advisors or any of our affiliated or related companies. 協助本會之專業人仕及其相關組織或公司

5. Access and Correction of Personal Data 提取及更正個人資料

You have the right to ask us if we hold any Personal Data about you and if so, to request a copy of the same. If you would like to make such a request, please submit your request by email at hkhaepatiengroup@gmail.com. We may charge you a fee at a level permitted by the Ordinance for this service. We may ask you to authenticate your identity in order to protect the safety of your Personal Data. You may also ask us to correct your Personal Data which you consider as inaccurate by emailing your correction request to us at hkhaepatiengroup@gmail.com.

會員有權查詢他們的個人資料。若要復印請發電郵到 hkhaepatiengroup@gmail.com 向本會申請。我們可能因此申請,要求查詢方支付行政費用(香港法例第486章個人資料(私隱)條例所容許)。本會須要核實申請人之身份以保障個人資料的安全性。會員亦可自行更正個人資料並傳送到電郵 hkhaepatiengroup@gmail.com。

6. Retention of Personal Data 存留個人資料

We will not keep Personal Data for longer than is necessary for the fulfillment of the Purposes, subject to legal, statutory and regulatory requirements mandating the retention of data. Unnecessary Personal Data will be deleted from our system in accordance with our internal procedures, except we will retain copies of the Personal Data for archiving/backup purposes.

個人資料將受法律約束,法定的監管下完成本會目的項目後,本會將不會在不必要的情況之下存留個人資料,除了用作歸檔和留底的原因。

7. Language 文本核對

In the event of any inconsistency between the English and Chinese versions of this PICS, the English version shall prevail.

假若在本會的“個人資料收集聲明”,因中英語翻譯而出現不同的了解和意思。本會在此聲明以英文版本為最終解讀。

8. Enquiries 查詢

You may contact us at hkhaepatiengroup@gmail.com if you have any enquiries regarding this PICS and our practices regarding Personal Data:

相關人仕對本會的“個人資料收集聲明”有疑問或意見可以發電郵到 hkhaepatiengroup@gmail.com 聯絡我們。

- End of Document - 本文完結

