

## Hong Kong Science and Technology Parks Corporation

### Personal Information Collection Statement (Detailed)

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

Any personal identifiers (“Personal Data”) may include but is not limited to your name, title, telephone number, email address, mailing address, copies (and other details) of identity documents, or contact and personal details.

Personal Data may be collected as a result of or in connection with any of the following:

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

#### 1. General Protection

- 1.1 All Personal Data is collected, used, disclosed and retained by HKSTP in accordance with all relevant laws, regulations and/or license requirements including, without limitation, the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the “Ordinance”).

#### 2. Use of the Data

- 2.1 The Personal Data we collect from you 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 HKSTP 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 HKSTP,

(ii) the facilities and premises HKSTP 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.

2.2 HKSTP would only use your Personal Data for direct marketing with your explicit, informed consent. If we intend to use your Personal Data in this regard, we would write to you to ask for your permission, provide further information on the kind of Personal Data that would be used and the class of marketing subjects in which your Personal Data would be used for. You are reminded that you have the right to opt out of direct marketing at all times throughout this process.

### **3. Disclosure of Data**

3.1 If you have subscribed to Services that we provide and given us your express consent, HKSTP may, to the extent permitted under any applicable laws and regulations, disclose your Personal Data to the Service Providers which is defined to mean any of the following :

(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 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 to make such disclosures as may be reasonably necessary or expedient to procure or fulfil your request(s) for the Services.

3.2 Subject to your consent for HKSTP to use your Personal Data for direct marketing purposes, we may disclose your Personal Data (including, without limitation, your name and contact particulars) to any consultants both in Hong Kong and overseas ("**Marketing Consultants**") engaged by HKSTP 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**

4.1 Your Personal Data shall only be retained for the duration necessary to fulfil the original or directly related purposes for which it was collected (and was disclosed to you), unless it is necessary for the Personal Data collected to be retained to satisfy any applicable legal, regulatory and/or contractual obligations or you have given prior consent for a change of use of your Personal Data.

#### **5. Right to Access and Correction of your Personal Data**

5.1 Under and in accordance with the terms of the Ordinance (and applicable guidelines from the Data Commissioner's Office thereto), you have the right at all times to:

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

5.2 In accordance with the provisions of the Ordinance, HKSTP 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, requests for access and requests for correction of your Personal Data 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](mailto:dpo@hkstp.org)

This Statement may be revised from time to time and all handling of Personal Data will be governed by the most recent version of this Statement, available on our website at [www.hkstp.org](http://www.hkstp.org). Your continued use of this Website implies your acceptance to such changes.

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

## **6. Information for Individuals within the Mainland of the People's Republic of China**

Where applicable, HKSTP complies with the requirements of the Personal Information Protection Law of the People's Republic of China and other relevant laws and regulations in mainland China. This Clause 6 sets out the processing of personal information of individuals within the Mainland of the People's Republic of China by HKSTP.

### **6.1 Legal Basis**

HKSTP will only use your personal information when you are informed and we have obtained explicit consent from you or when we have met requirements as stipulated by laws and regulations. We do not need to obtain your consent to collect and use your personal information in the following purposes: (a) entering into and perform a contract to which you are a party; (b) complying with our statutory obligations; (c) responding to a public health emergency, or in an emergency, to protect your life, health and property and that of other people; (d) conducting news reports, public opinion supervision and other acts for the public interest, and process your personal information within a reasonable scope; (e) processing your personal information which has already been disclosed by you or has already been released to the public in accordance with the laws and regulations and within reasonable scope ; (f) other circumstances as stipulated by laws and administrative regulations.

### **6.2 Data Storage, Sharing, Transfer**

Your personal information (including your contact full name, contact number, company/ personal e-mail address, office address, company name, communicate e-mail) will be

processed in Hong Kong. In order to achieve the purposes set out in this Statement, we will, after obtaining your independent consent or have met other legal basis, share your personal information with relevant service providers located outside the mainland of the People's Republic of China, for example, marketing consultants engaged by us for marketing purposes.

### 6.3 Data Subject Rights

In addition to the rights set out in Clause 5 of this Statement, you also have the following rights: (a) right to know and decide how your personal information may be processed, and the right to restrict or refuse us to process your personal information; (b) right to copy your personal information; (c) 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; (d) right to request the transfer of your personal information to other personal information processors designated by you; (e) right to request us to delete your personal information under specific circumstances.

You can submit your personal information requests or other related enquiries to us through the contact details set out in this Statement. We will use our best endeavours to respond to your requests and enquires and will normally reply within 15 working days.