



香港聲學學會 Hong Kong Institute of Acoustics

PERSONAL DATA STATEMENT

This Statement details the policies and practices of Hong Kong Institute of Acoustics (HKIOA) on the collection, use, security and access of information in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) ("Ordinance"). Please note that this Privacy Statement may be amended from time to time without prior notice. You are advised to check for the latest version on a regular basis.

HKIOA respects your privacy and commits ourselves to protecting the personal data we collect from you. We will apply and comply with the laws and principles of the Personal Data (Privacy) Ordinance (Cap 486) of the Laws of Hong Kong in collecting, holding, processing and using your personal data.

This policy does not however apply to the practices of companies that we do not own or control, or to people not under our employment or management. In particular, this policy does not apply to other Web sites accessible by hyperlink from our web site www.hkioa.org, or sites linking to this Site.

Data Collection

To facilitate the provision of our services to you, when you register with or subscribe to any services provided by us, we ask for your personal data, which include, inter alia:

- Your Name
- Your Company Name
- Your Current Position
- Your Mailing Address
- Your Contact Telephone number
- Your E-mail address
- Other data in connection with and to assist in our operations

Use of Data

We will use your personal data for the purposes stated below.



香港聲學學會

Hong Kong Institute of Acoustics

- To offer you our products and services including but not limited to seminars, workshops, trainings, courses, education, examinations, events, technical visits and other related services.
- To notify you of any promotional information, special offers or new services which we think might be of interest to you.

Data Security

Once we have obtained your personal data, they will be maintained securely in our system. Only the authorized staff, who has been properly trained, will be permitted to access to such personal data. We will also ensure compliance by our staff with the strictest standards of security and confidentiality.

Direct Marketing

We may also disclose your personal data to any other company for mailing or marketing purposes. If the data is used for direct marketing, your name, address, telephone number and e-mail address will be provided to a secure third party. No other personal data will be disclosed to the direct marketing company.

If you do not wish to receive direct marketing promotional information from us with respect to the services mentioned above, or do not wish us to disclose, transfer or use your personal data for the aforesaid direct marketing purposes, please contact us :

By post :

Hong Kong Institute of Acoustics, G.P.O. Box 7261 Hong Kong, with the subject being "Unsubscribe of Promotion Materials."

By email:

admin@hkioa.org with the subject being "Unsubscribe of Promotion Materials."

Retention of Personal Data

Hong Kong Institute of Acoustics will retain your personal data for so long as is necessary to fulfill the original or directly related purpose for which it was collected and to satisfy any applicable statutory or contractual requirements.



香港聲學學會

Hong Kong Institute of Acoustics

Others

1. You do not have an obligation to provide us with your personal data. However the personal data we ask from you is necessary for us to provide you with the services which you have subscribed.
2. The Ordinance gives you the right to request for access and correction of your personal data held by us.
3. We will keep your personal data confidential. Your personal data will only be disclosed and used as described below or as agreed with you or when required by law.
4. Your personal data may be used or disclosed by us for the purpose of: (a) provision of our services to you and enforcing our rights in connection with the provision of our services; (b) credit checks; (c) debt collection; (d) market research; (e) prevention or detection of crime; (f) disclosure as required by law, or a government authority; (g) provision of emergency services; and (h) any other purposes as agreed between us.

Further, with your consent, we may use your personal data for direct marketing of our services or offers which are related to the services that you subscribe.
5. We may disclose your personal data to our suppliers/contractors/agents/other network operators in connection with any of the purposes referred to in paragraph 4. In these circumstances these third parties cannot make use of your personal data other than for the purpose for which it was provided.
6. If you have any enquiries in relation to this Statement or if you want to request access to, and/or to correct your personal data held by us, please send your request in writing to us at the following address : **Hong Kong Institute of Acoustics, G.P.O. Box 7261 Hong Kong** with the subject being "Update of Personal Data" or by email admin@hkioa.org