

HONG KONG INSTITUTE OF ACOUSTICS (HKIOA)

PERSONAL INFORMATION COLLECTION STATEMENT FOR MEMBERSHIP APPLICANTS AND MEMBERS

Privacy Policy

1. When an applicant for membership of the HKIOA completes an application form, some personal data would be collected for processing of the application. It is the commitment of HKIOA as a data user to ensure the privacy, confidentiality and security of personal data it holds, by taking all reasonable steps to comply with the Personal Data (Privacy) Ordinance.

Collection of Personal Data

2. The personal data as requested in the application form for membership of HKIOA include the applicant's name, title, age, date of birth, Hong Kong Identity Card (HKID) number, correspondence address, telephone number, email address, supporters of the application, education history, past and present professional experience and responsibilities. The supply of those personal data is obligatory, without which the HKIOA may not be able to process the application of an applicant.

3. When an applicant is accepted to be a member of HKIOA, the applicant may from time to time be required to provide the HKIOA with updates on the personal data set out in the application form. The updates are obligatory, without which the HKIOA may not be able to communicate with the member, renew or maintain the membership of the member.

4. A copy of the HKID card is not necessary for any membership application. However, an applicant may be asked to produce his/her HKID card for visual verification of his identity during an interview for the purpose of assessing the application.

Purpose of Using Personal Data

5. The personal data of an applicant will be used for processing of the membership application

6. Upon confirmation of membership, the personal data of a member may be used further for the following purposes:

- (a) daily operation of HKIOA;
- (b) maintenance of membership record of HKIOA;
- (c) accreditation and related activities of HKIOA;
- (d) verification of membership of HKIOA by the public;
- (e) publication on HKIOA Membership List in any media (e.g. website) with the member's name and class of membership only;
- (f) training and continuing professional development activities of HKIOA;
- (g) preparation and delivery of HKIOA materials and publications;
- (h) activities in relation to the HKIOA and its committees or sub-committees;

- (i) actions in relation to the disciplinary and related proceedings of HKIOA;
- (j) facilitate communication between members and HKIOA; and
- (k) determine and collecting amounts owed to or by HKIOA members.

Use of Data in Direct Marketing

7. The HKIOA intends to use the name, e-mail address and/or correspondence address of a member for the direct marketing of the activities as set out below but HKIOA may not so use the data of a member unless it has received such member's consent to the intended use:

- (i) donations and contributions to HKIOA's activities;
- (ii) functions including social functions such as meetings, conferences, seminars, workshops or other events of HKIOA;
- (iii) activities, seminars and training courses provided in partnership with other professional institutes.

8. The personal data of an applicant will not be used for direct marketing purposes until the applicant has successfully become a member of HKIOA.

9. An applicant for membership would be asked to indicate in the application form his or her acceptance on the use of his or her personal data referred to in paragraph 7 for the activities as set out in that paragraph once he or she has become a member of HKIOA.

Disclosure of Personal Data

10. All personal data will be kept confidential and used by HKIOA only, and will not be transferred to any third parties without prior consent of the data subject.

Data Retention

11. In case a membership application is unsuccessful, all personal data as requested in the application form for membership of HKIOA will be destroyed within 3 months of notifying the applicant of the results..

12. Personal data of a member of HKIOA and additional personal data provided by the member will be erased within 3 months after such person ceases to be a member.

Access to and Correction of Personal Data

14. Any data subject (applicant or member) has a right to request access to and correction of his / her own personal data held by HKIOA. Request for access or correction should be made in writing to the Hong Kong Institute of Acoustics, G.P.O. Box 7261, Hong Kong. In case an acknowledgement or a reply is not received within 1 month, further enquiry could be made by email to the Membership Sub-Committee Chairman of HKIOA, membership.hkioa@gmail.com, with an e-mail copy to the Honorary Secretary of HKIOA, admin@hkioa.org.