

## Personal Information Collection Statement

Learn2Grow Club respects the privacy of individuals. We do our best to ensure the collection, usage, storage, transfer and disclosure of your personal data according to the Personal Data (Privacy) Ordinance. We ensure that our employees comply with the requirements of this Statement and the Privacy Policy Statement ([https:// Learn2Grow.Club/privacy-policy](https://Learn2Grow.Club/privacy-policy)). This Statement explains our policies and practices on handling personal data.

### Purpose of Collection

Your personal data will be used for the purposes related to the participation in different programmes and activities, the issuance of receipts, collecting user feedback and conducting analyses. We may send any promotional news and information related to the programmes, activities, courses, services and donation requests of the Club or service providers and its service units to you using the contact information you have provided. If you do not wish to receive the promotional news and information related to the Club or service providers and its service units, you may indicate your objection to the Club or service providers anytime. Please note that it is mandatory for you to provide personal data marked with asterisks (\*). In the absence of your complete and accurate personal data, we may not be able to provide you with the services you require or it may also result in being deferred or rejected.

### Transfer data

The personal data you provide will be made available to persons working in the Club or service providers or persons designated on a need-to-know basis. The Club does not rent, sell, transfer or disclose your personal information with other people or non-affiliated companies except under the following circumstances: i. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, or any other services to the Club or service providers in connection with the operation of its business; ii. the services requested by you are provided by the person or company concerned; iii. with your prior consent; iv. we believe that it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person; v. to satisfy any applicable law, regulation, legal process, enforceable governmental request and administrative requirements.

### Access to and Update Personal Data

You should update your personal information with us shall there be any change; otherwise the Club or service providers may not be able to provide the services you request. You can make your request by completing the Data Access Request Form (OPS003) available from the Office of the Privacy Commissioner for Personal Data ( <https://www.pcpd.org.hk/english/publications/files/Dforme.pdf> ) and/or submitting the request in writing; and sending the details to [Learn2GrowClub+Inquiry@gmail.com](mailto:Learn2GrowClub+Inquiry@gmail.com) . When such requests are made, The Club or service providers will check the requestor's identity to ensure the requestor is legally entitled to make the data access or correction request. Your request will be answered in 40 days. A fee may be charged for complying with a data access request. The Club or service providers shall or may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance, for example, the requestor fails to provide necessary information to the Club or service providers.

This Personal Information Collection Statement sets out the purposes for which the information provided by you will be used following collection, what you are agreeing to with respect to our use of such information and your rights under the Personal Data (Privacy) Ordinance, Cap 486. This statement may change from time to time, so please check back periodically. Each time you log in to this website and use its services, you agree to be bound by the statement in force at that time.

### Collection of Data

You may be asked to provide personally-identifiable information such as name and e-mail address. This is necessary to provide you with the various services and activities offered on this website. You are not obliged to supply the data, but if you do not, the services and activities will be unavailable.

The IP address of the computer used to visit our website may be recorded.

#### Purposes of Collecting Personal Data

The purposes for which your Personal Data may be used are as follows:

1. to verify your identity and eligibility in connection with any of the activities that we may provide to you;
2. to communicate with you by email, phone or other means, including contacting you regarding offers and responding to your enquiries;
3. to make disclosure when required by law, regulation, or court order of any jurisdiction, and/or as requested by any government, regulatory or law enforcement authority or administrative organisation, which may be within or outside The Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong");
4. to establish legal claims or defences, obtain legal advice, and/or exercise, defend and/or protect the rights or properties of any member of our Group, including identifying, contacting or bringing legal action against any person who may be causing interference with such rights or properties (whether intentionally or otherwise) or where any other person could be harmed or property of any other person could be damaged by such interfering activities;
5. any other incidental or associated purposes relating to the above, or any other purposes to which you may from time to time agree;
  - monitoring use of the website to help its further development;
  - compiling aggregate statistics about our users to analyze site usage;
  - creating accounts for user who intends to register with the services offered on this website and maintaining such accounts;
  - registering membership for user who intends to join our club and maintenance of the membership;
  - researches and/or analysis by the Group;
  - providing information related to the Group including the products, facilities, services and other privileges, benefits and other advantages from time to time offered by the Group or service providers to you and rallying and arranging for the same to be provided (see also Use of Information in Direct Marketing);
  - evaluating and improving the facilities, services and/or products offered by the Group;
  - facilitating communications between you and us and encouraging feed-back from you on your needs and expectations of facilities, services and/or products offered by the Group;
  - in order to determine your eligibility to any products, facilities, services and other privileges, benefits and other advantages offered by the Group and consider what may best suit your needs, comparing your personal information with all personal information concerning you previously provided to the Group.

Use of Information in Direct Marketing: We intend to use all information provided by you as a user including your name, contact details and all other information which may assist us to understand the goods and services which you might be interested in, for delivering the aforesaid information and conducting direct marketing including products, services, advice and subjects in relation to the followings: Hong Kong and worldwide properties including residential, offices, commercial and industrial buildings, shops, hotels, shopping malls and the events therein, property management, construction, insurance, financial services, telecommunication, information technology, transport infrastructure operations and management, port business, transport and logistics, waste

management, educational, recruitment, reward/loyalty/privilege programmes, corporate social responsibility activities, charitable and non-profitable causes. We also intend to, and in this regard you consent to, transfer and provide the above mentioned information to the subsidiary and/or associated companies of the Group and the service providers through whom the Group's products, facilities, services, privileges, benefits or advantages are provided inside and outside Hong Kong for the said purpose. We may not use or provide the said information unless we have received your consent. Your consent may be communicated to us without charge at the time when you provide such information through our website or by writing to our Data Protection Officer.

#### Disclosure and Transfer of Personal Data

Personal Data held by us will be kept strictly confidential but we may provide or transfer the Personal Data to:

1. any member of our Group;
2. any agent, contractor or third party who provides administrative, data processing, computer or other services to us and/or our Group and who has a duty of confidentiality to the same;
3. any person to whom our Group is under an obligation to make disclosure under the requirements of any law binding on our Group or for the purposes of any guidelines issued by regulatory or other authorities with which our Group is expected to comply with; and
4. any person under a duty of confidentiality to us (including our accountants, legal advisors or other professional advisors).

#### Security of Personal Data

Once we receive your transmission, only our authorized employees or contractors will be able to access your Personal Data.

The collection of any personal data collected will be subject to the Group's Personal Information Collection Statement. Personal data is stored securely in the Group's system. We will take appropriate measures to ensure that your Personal Data is properly protected. However, there is no security guarantee for any data transmission over the internet and you transmit all such data at your own risk. The Group will take all practicable steps to ensure that personal data is not kept longer than is necessary for the fulfillment of the purpose (including any directly related purpose) for which the data is or is to be used. Only trained, authorized staff or contractors shall have access to the data, and the Group does not release personal data to parties outside the Group except as set out in the Group's Personal Information Collection Statements.

#### Links

Links on this website may link to websites maintained by third parties. These third parties may have their own privacy policies and practices which are not bound by this Privacy Statement. We make no representation or warranty regarding the accuracy, timeliness, suitability or any other aspect of the information and content on such websites. Access to and use of such other websites is at your own risk and subject to the terms and conditions applicable to such websites.

#### Web Logs/Cookies

When you visit our website, we shall make a record of your visit for preparing statistics on the usage of this website to improve the effectiveness of our marketing and promotional activities. Unless we specifically indicate to you that we intend to collect your Personal Data and require you to check a box to agree to such collection, we do not collect any Personal Data from you during your browsing of this website.

We shall also place a cookie in your browser. A cookie is a small file which contains anonymous information about your preferences and navigation pattern in particular sites, including your IP (internet protocol) address, browser type and the city-level location of your internet service provider, thus enabling website owners to provide more useful features for their users. Session cookies are used to enable you to move around the site and use essential functions on our websites, such as maintaining log-in details for the session such that the need to transfer information across the internet may be reduced. Google Analytics is used to recognize repeat visitors to our websites in order to enable us to better understand how our users browse to and through our websites, the time they spend and how often they visit our websites, relying on which we can improve our websites. Font size cookies are used to provide the proper appearance of characters when you browse our websites. The data collected by means of "cookies" will not be disclosed to any third parties except to any member within our Group or the agents of our Group. It will not be combined with any other information, and will only be used to provide troubleshooting services. If you wish to disable the cookies, you may do so by changing the setting of your browser. However, in that event, you may not be able to make full use of our website.

#### Access to and Correction of Personal Data

You have the right to request access to and correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap.486). Any data access request or data correction request may be made to our Data Protection Officer at [Learn2GrowClub+Inquiry@gmail.com](mailto:Learn2GrowClub+Inquiry@gmail.com).

#### Miscellaneous

If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

We reserve all rights to review, edit, vary or change this Privacy Statement at our sole discretion and without prior notice.

Contact: [Learn2Grow.Club](mailto:Learn2Grow.Club)

#### 收集個人資料聲明

Learn2Grow Club 非常重視個人私隱，並確保轄下之服務於任何情況下收集、使用、儲存、轉移及查閱個人資料之程序均符合香港的《個人資料(私隱)條例》的要求。我們將確保我們的職員嚴格遵守本收集個人資料聲明及我們的私隱聲明 (<https://Learn2Grow.Club/privacy-policy>)。請細閱下文以了解我們的收集個人資料政策。

#### 收集資料的目的

本會及 / 或集團 使用你提供的個人資料，向申請人提供申請人所需要的活動、課程或服務，包括參與活動、課程或服務的相關用途、簽發收據、收集意見及資料分析。同時亦會使用申請人提供的個人資料向申請人提供有關 本會及 / 或集團 及有關單位的相關活動、課程、服務及捐獻要求等推廣資訊。申請人可隨時向 本會及 / 或集團 表明或更改接收推廣及宣傳意願。閣下有責任提供申請表格上列為「必填」的資料，或啟動相關流程必須提供的資料，否則 本會及 / 或集團 有可能無法提供閣下要求之服務。

#### 資料的轉移

申請人所提供的個人資料，會供 本會及 / 或集團 在工作上有需要知道該等資料的職員或指定人士使用。本會及 / 或集團不會租用、出售、轉移或披露所持有之個人資料予他人或非本會及 / 或集團有關單位，除非：i. 對方為於業務上向本會及 / 或集團提供服務的代理機構、承辦商或服務提供者；ii. 閣下要求之服務由有關人士／公司負責提供；iii. 已預先得到資料當事人的同意；iv. 對非法活動、懷疑詐騙、涉及或威脅到任何人的

身安全的事件作出調查、預防及採取行動；v. 遵循所有適用法律、規定、法律程序、具法律效力的政府要求、行政制度或規例要求。

#### 查閱及更改個人資料

申請人請確保向本會及／或集團提供的資料正確無誤，並有責任向本會及／或集團更新資料，否則本會及／或集團有可能無法提供閣下要求之服務。申請人有權要求查閱和改正所提供的個人資料及索取有關資料的複本。如需查詢或改正其個人資料，可填妥個人資料私隱專員公署的查閱資料要求表格 (OPS003) (<https://www.pcpd.org.hk/chinese/publications/files/Dformc.pdf>)，或以書面形式申請，並電郵至 [Learn2GrowClub+Inquiry@gmail.com](mailto:Learn2GrowClub+Inquiry@gmail.com)。本會及／或集團在處理查閱或改正資料要求時，會查核提出要求的身份，以確保他／她在法律上有權作出這項要求。在收到閣下提出的要求後，本會及／或集團將在 40 天內給予回覆，本會及／或集團將可能就此收取合理的費用；本會及／或集團須在或可在《個人資料(私隱)條例》第 20 條指明的情況下拒絕依從查閱資料要求，例如申請人未能提供本會及／或集團合理要求的資訊。

本聲明乃遵照《個人資料(私隱)條例》(第486章)的要求而發出，通知閣下收集資料的目的、閣下同意我們如何使用這些資料和及閣下的權利。本聲明會不時更改，故請定期查閱。閣下登記使用我們之服務及每次登入我們網站，即表示同意接受當時生效之個人資料收集聲明。

#### 資料之收集

在使用我們網站之時，閣下可能會被要求向我們提供個人識別資料，例如姓名及電郵地址。為向閣下提供本網站之各項服務及活動，該些資料是必要的。倘若閣下未能提供所需資料，我們將不能向閣下提供我們網站上可供享用之服務及活動。

我們可能記錄訪問本網站所使用的電腦的網路位址。

#### 收集個人資料的目的

閣下的個人資料可能會用作以下目的：

1. 為我們可能向閣下提供的任何活動而核實閣下的身份及資格；
2. 通過電郵、電話或其他方式與閣下通訊，包括換取優惠及回應閣下查詢；
3. 按法例、法規或任何司法管轄區的法院命令及／或任何政府、在中華人民共和國香港特別行政區（「香港」）境內或境外的執法機關或行政部門的要求作出披露；
4. 確立法律申索或抗辯、獲取法律意見及／或行使、抗辯及／或保護本集團任何成員的權利或財產，包括對可能對該等權利或財產造成干擾（不論故意與否），或該等干擾行動可能對任何其他人士造成傷害或對任何其他人士的財產造成損害的任何人士進行識別、聯絡或採取法律行動；
5. 任何其它與上文附帶或相關的用途，或閣下可能不時同意的任何其他目的；
  - 監控本網站之運作及協助本網站之未來發展；
  - 匯編有關我們之用戶之整體統計資料以作關於網站使用的分析；
  - 為有意註冊本網站上所提供的服務的用戶設立戶口及維護其戶口；
  - 為有意申請入會的用戶註冊會籍及維護其會籍；
  - 識別和核實使用本網站所提供服務的用戶的身份及／或資格；
  - 就有關或因使用本網站上所提供的服務發生的事項與用戶溝通；
  - 為本會及／或集團進行研究及／或分析；
  - 不時向用戶提供關於本會及／或集團的資訊，包括集團或供應商為用戶提供的產品、設施、服務及其他優惠、獎賞及其他得益的資訊並且為用戶匯集及安排該等產品、設施、服務及其他優惠、獎賞或其他得益（參閱使用資料作直接促銷）；
  - 就本會及／或集團所提供的設施、服務及／或產品，及作出評估及改進；
  - 促進用戶與本會間的溝通，並鼓勵用戶就其對本會及／或集團之設施、服務及／或產品之需要及期望作出回應；

- 為確定用戶享用本會及本集團產品、設施、其他優惠、獎賞或其他得益的資格，並考慮用戶的需要，而將用戶個人資料與用戶先前提供給集團的所有個人資料加以比較。

使用資料作直接促銷：我們有意使用所有閣下作為用戶所提供的資料，包括姓名、聯繫資料和所有其他可協助我們了解閣下可能感興趣的商品和服務的資料，提供上述資訊並進行直接促銷，包括產品、服務、諮詢、意見和與以下各項有關的促銷標的，包括香港和世界各地的物業，包括住宅、寫字樓、商業及工業樓宇、商店、酒店、商場和其中的活動及事項、物業管理、建築、保險、金融服務、電訊、資訊科技、交通運輸基礎設施運營和管理、港口業務、運輸和物流、廢物管理、教育、招聘、獎賞/獎勵/優惠計劃、企業社會責任活動、慈善和非牟利的事務。我們還有意，而閣下亦同意，為上述目的轉移和提供上述資料予在香港以內和以外集團的附屬公司及/或相聯公司和協助本集團為閣下提供各項產品、設施、服務及其他優惠、獎賞或其他得益的供應商。如無閣下的同意，我們則可能不能如上使用或向該等機構提供上述資料。閣下可在向我們網站提供資料時表示同意，或以書面向我們的資料保障主任表示同意，不另收費。

## 披露及轉移個人資料

我們對所保存的個人資料絕對保密，惟我們可能會提供或轉移個人資料予：

1. 本集團旗下的任何成員；
2. 向我們及／或本集團提供行政、資料處理、電腦或其他服務的任何代理、承辦商或第三方，而其對我們或本集團負有保密義務；
3. 根據任何對本集團有約束力的法律規定或本集團應遵守的監管機構或其他機構所頒佈的任何指引，本集團有責任向其作出披露的任何人士；及
4. 對我們負有保密義務的任何人士（包括我們的會計師、法律顧問或其他專業顧問）。

## 個人資料的安全

任何個人資料的收集將按本集團的《個人資料收集聲明》的條款所進行。個人資料將會安全穩妥儲存於我們的系統內，我們將採取適當措施，以確保閣下的個人資料得到妥善保障。然而，互聯網上的任何資料傳送並無安全保證，閣下須自行承擔傳送所有該等資料的風險。本集團將採取所有切實可行的步驟，以確保個人資料的保存時間不超過將其保存以貫徹該資料被使用於或會被使用於的目的（包括任何直接有關的目的）所需的時間。只有經培訓、獲授權的職員及承辦商才可獲准查閱該等個人資料，除《個人資料收集聲明》所載之人士除外，我們不會向任何本集團以外的人士發佈該等個人資料。

## 連結

本網站的連結可能連接到第三者提供的網站，此等第三者可能有其私隱政策及守則，而不受本私隱聲明所規範。我們對該等網站內的資料及內容之準確性、及時性、適用性或任何其它方面均不作出任何申述或保證。進入及使用該等其他網站時，風險概由閣下自行承擔，並受該等網站適用的條款及條件所規限。

## 網絡紀錄／小型文字檔案(Cookies)

當閣下瀏覽我們的網站時，我們會記錄閣下的到訪，以作我們網站的使用統計，改善我們促銷及推廣活動的效率。除非我們特別向閣下指明我們擬收集閣下的個人資料，並須閣下勾選方格以同意收集該等資料，否則我們不會在閣下瀏覽本網站時收集閣下的任何個人資料。

我們亦會在閣下的瀏覽器加入cookie檔案。Cookie檔案是一個小檔案，當中載有閣下於特定網站的偏好及導航模式的匿名資訊，包括閣下的IP（網際網路協定）位址、瀏覽器類型及閣下網絡服務供應商所在城市位置，使網站擁有人能向其用戶提供更實用的功能。我們使用Session cookies令閣下可瀏覽及使用網站上的基本功能，例如保留登入資料並減少在互聯網上資料傳遞的需要。我們使用Google Analytics識別重訪用戶以使我們能夠更好地了解用戶如何瀏覽我們的網站及瀏覽網站所花的時間和頻率，從而改善我們的網站。閣下瀏覽我們的網站時，我們使用Font size cookies來提供適當的字符外觀。除本集團任何成員或本集團代理外，以cookie檔案方式收集的資料將不會披露予任何第三方，亦不會結合任何其他資料，並將只用於排解疑難服務。

如閣下希望解除cookies, 可變更閣下的瀏覽器設定。然而, 這可能使閣下不能充分使用我們的網站。

#### 查閱及更正個人資料

閣下有權根據《個人資料(私隱)條例》(第486章)的規定, 要求查閱或更正閣下之個人資料。如有任何查閱或更正資料的要求, 請電郵 [Learn2GrowClub+Inquiry@gmail.com](mailto:Learn2GrowClub+Inquiry@gmail.com) 資料保障主任收。

#### 其他

此乃中文譯本, 如有任何爭議, 一切以英文為準。

我們保留一切審閱、編輯、變更或更改本私隱聲明的酌情權, 恕不作另行通知。

聯絡: Learn2Grow Club