



安佳專業保安顧問有限公司

On Ki Professional Security Consultant Limited

Privacy Policy

Effective Date: January 01, 2025

1. Introduction

On Ki Professional Security Consultant Limited (“we,” “our,” or “us”) is committed to safeguarding your privacy while delivering professional security, occupational safety and health, environmental protection, project support, and training services. This Privacy Policy explains how we collect, use, disclose, and protect your personal information. Our commitment to data protection aligns with our mission to support sustainable business growth and provide high-quality services to the local industry.

By using our website, www.okpscl.com, and related services, you agree to the terms of this Privacy Policy.

2. Scope of Policy

This Privacy Policy applies to:

- All personal data collected through our website, services, customer interactions, and other digital or physical communication channels.
- Individuals who interact with our company, including clients, business partners, suppliers, employees, and website visitors.
- Any data processing related to inquiries, contracts, marketing, training, and consultancy services.

Exclusions: This policy does not apply to third-party websites linked to our website. We are not responsible for the privacy practices of external sites.

3. Information Collection and Use

3.1 Types of Information We Collect

We may collect the following types of personal data:

- **Personal Identification Data** – Name, company name, job title, contact number, email address, postal address, and other identifiers.
- **Usage and Technical Data** – IP address, browser type, device information, time zone, and browsing behaviour on our website.
- **Business and Service Data** – Information related to service inquiries, customer support, contracts, and transactions.



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- **Marketing Preferences** – Your preferences regarding promotional communications and newsletters.

3.2 How We Use Your Information

We use your personal information for the following purposes:

- To provide security, safety, environmental, and training services.
 - To process inquiries, service requests, and customer communications.
 - To enhance website functionality and improve user experience.
 - To comply with legal and regulatory requirements.
 - To send newsletters, promotions, and updates (only with your consent).
 - To conduct internal business analysis and improve service quality.
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4. Use of Cookies and Tracking Technologies

Our website uses cookies to enhance user experience, track performance, and analyse user behaviour. You can adjust cookie settings through your browser preferences.

Types of Cookies We Use:

- **Essential Cookies** – Necessary for website functionality.
 - **Analytical Cookies** – Help us understand website traffic and usage.
 - **Marketing Cookies** – Used for personalised advertising (only if consented).
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5. Data Sharing and Disclosure

We do **not** sell, rent, or trade your personal information. However, we may share data under the following circumstances:

- **With Service Providers:** Third-party vendors assisting us in operations, IT support, and legal compliance.
- **For Legal Compliance:** When required by law, regulatory authorities, or to protect our legal rights.
- **With Your Consent:** In cases where explicit approval is required for data sharing.

All third parties handling personal data must adhere to strict data protection standards.



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6. Data Security Measures

We implement robust security measures to protect your personal information from unauthorised access, loss, or misuse. Security practices include:

- **Encryption and Secure Data Storage**
- **Access Control and Authentication**
- **Regular System Audits and Updates**
- **Staff Training on Data Protection**

Despite these measures, no data transmission over the internet can be 100% secure. Users should also take precautions to safeguard their personal information.

7. Your Rights and Choices

You have the right to:

- Access your personal data.
- Request corrections to inaccurate information.
- Request deletion of your data, subject to legal obligations.
- Withdraw consent for marketing communications at any time.
- Lodge complaints regarding data handling with regulatory authorities.

Please get in touch with us for any data-related inquiries.

8. Policy Updates and Changes

We may update this Privacy Policy periodically to reflect legal, regulatory, or operational changes. Updates will be posted on our website, and we encourage you to review this policy regularly.

9. Contact Information

If you have any questions about this Privacy Policy or wish to exercise your rights, please get in touch with us:

- **Address:** Room E, 11/F, Mai Kei Industrial Building, 5 San Hop Lane, Tuen Mun
- **Phone:** 2617-7380 / 2617-7381 **Fax:** 2617-7389
- **WhatsApp:** 6938-2726



安佳專業保安顧問有限公司

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隱私權政策

生效日期：2025 年 1 月 1 日

1. 簡介

安佳專業保安顧問有限公司（「本公司」、「我們」或「我們的」）致力於在提供專業保安、職業安全與健康、環境保護、項目支援及培訓服務的同時，確保您的個人隱私得到充分保障。本隱私權政策闡述我們如何收集、使用、披露及保護您的個人資料。我們對數據保護的承諾與我們支持可持續業務發展及為本地產業提供優質服務的使命一致。

使用本公司網站 www.okpscl.com 及相關服務，即表示您同意本隱私權政策的條款。

2. 政策適用範圍

本隱私權政策適用於：

- 透過本公司網站、服務、客戶互動以及其他數位或實體溝通管道所收集的所有個人資料。
- 與本公司有業務往來的個人，包括客戶、業務夥伴、供應商、員工及網站訪客。
- 涉及諮詢、合約、行銷、培訓及顧問服務的數據處理。

不適用範圍： 本政策不適用於與本公司網站連結的第三方網站，我們不對其隱私權實務負責。

3. 資料收集與使用

3.1 我們收集的資料類型

我們可能收集以下類型的個人資料：

- **個人識別資訊** – 姓名、公司名稱、職位、聯絡電話、電子郵件、郵寄地址及其他識別資訊。
- **使用與技術資訊** – IP 位址、瀏覽器類型、裝置資訊、時區設定及網站瀏覽行為。
- **業務與服務資訊** – 與服務查詢、客戶支援、合約及交易相關的資料。
- **行銷偏好** – 您對促銷通訊及電子報的偏好設定。



3.2 我們如何使用您的資料

我們將您的個人資料用於以下目的：

- 提供保安、安全、環保及培訓服務。
 - 處理查詢、服務請求及客戶溝通。
 - 增強網站功能並改善用戶體驗。
 - 符合法律及監管要求。
 - 在獲得您的同意後，發送電子報、促銷資訊及最新消息。
 - 進行內部業務分析及提升服務質量。
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4. Cookie 及追蹤技術的使用

我們的網站使用 Cookie 來提升用戶體驗、監測網站效能及分析用戶行為。您可透過瀏覽器設定管理 Cookie 偏好。

我們使用的 Cookie 類型：

- **必要 Cookie** – 保障網站基本功能。
 - **分析 Cookie** – 幫助我們了解網站流量與用戶行為。
 - **行銷 Cookie** – 用於個人化廣告（僅在獲得您的同意後）。
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5. 資料共享與披露

我們不會出售、出租或交換您的個人資料。但在以下情況下，我們可能會共享您的資料：

- **與服務供應商共享：** 第三方廠商協助我們進行業務運營、IT 支援及法律合規事務。
- **法律要求：** 當法律或監管機構要求，或為保障我們的合法權益時，我們可能會披露您的資料。
- **經您同意：** 在需要明確授權的情況下，將根據您的指示進行資料共享。

所有處理個人資料的第三方均須遵守嚴格的數據保護標準。



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6. 資料安全措施

我們採取嚴格的安全措施來保護您的個人資料，防止未經授權的存取、遺失或濫用。主要安全措施包括：

- 資料加密及安全存儲
- 存取控制及身分驗證
- 定期系統審查與更新
- 員工數據保護培訓

儘管我們採取了多種保護措施，但互聯網上的數據傳輸並非絕對安全，請您同時採取適當預防措施來保障您的個人資料。

7. 您的權利與選擇

您擁有以下權利：

- 存取您的個人資料。
- 要求更正不準確的資訊。
- 要求刪除您的個人資料（法律規定需保留的資料除外）。
- 隨時撤回對行銷通訊的同意。
- 就個人資料處理問題向監管機構提出投訴。

如有任何與個人資料相關的查詢，請聯絡我們。

8. 政策更新與變更

我們可能會因應法律、監管或業務需求而不時更新本隱私權政策。任何變更將公佈於我們的網站上，請您定期查閱本政策，以了解最新資訊。

9. 聯絡資訊

如對本隱私權政策有任何疑問，或希望行使您的權利，請聯絡我們：

- 地址：香港屯門新合里5號美基工業大廈11樓E室
- 電話：2617-7380 / 2617-7381 傳真：2617-7389
- WhatsApp：6938-2726