

Personal Information Collection Statement

Please note that this Statement may be amended from time to time without prior notice. You are advised to check for the latest version on a regular basis. If there is any inconsistency or conflict between the English and Chinese versions of this Statement, the English version shall prevail.

1. Privacy Policy Statement

1.1. Our Pledge

We, Hong Kong Extended Reality Training and Learning Association (HKXRTLA) are committed to safeguard the privacy of individuals with respect to your personal data. We assure that our policies and practices, and those adopted by our authorized agents in relation to the collection, use, retention, disclosure, transfer, security and access of your personal data comply with the requirements under the Personal Data (Privacy) Ordinance (Chapter 486) (the "Ordinance") under the laws of Hong Kong, as well as the relevant code of practice and guidance issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong. The meaning of the term "personal data" adopted in this Statement is defined in the Ordinance.

Where our operations are subject to privacy legislation other than that of Hong Kong (such as due to our carrying out of operational functions outside of Hong Kong), this Statement shall apply so far as it is consistent with such local legislation.

1.2. Collection of personal data

From time to time, you may be required to provide your personal data including, but not limited to, your name, gender, date of birth, identity document number and/or its copy, telephone number, fax number, location, postal address and/or its proof, email address, credit card information, bank account number etc. Refusal to provide such information may render us unable to handle any application or request you are making, or may deny you access to certain parts of our websites, or may otherwise defeat the objectives of your visit. If you are under the age of 18, consent from your parent or guardian is required before you provide us with any personal data.

Our websites and their linked websites may collect and/or disclose information about our members and visitors. This type of data may include, but is not limited to, XR applications statistics, technology applied for training and learning, statistics on the number of visits, the browser type and version, operating system, IP address and/or domain name.

1.3. Accuracy of personal data

Your application for our membership may be subject to assessment and verification of your personal details. If we regard results of such checking is unsatisfactory, we will not enter into an agreement with you. Under certain circumstances, data provided by you will be validated by using generally accepted practice. We may also require you to show the original documentation before the data may be used, such as personal identification document and/or proof of address.

1.4. Use of personal data collected

Specific purposes for which your personal data may be used are set out in our "Personal Information Collection Statement" set out in Part 2 below (particularly those contained in points (i) through to (vi) in the first paragraph of Part 2.1 below).

1.5. Data Access and correction

Under the Ordinance, you have the right to:

- i. check whether we hold any of your personal data;
- ii. access your personal data held by us; and
- iii. request us to correct any inaccurate personal data held by us.

If you want to access and/or correct your personal data which you have given us via application form, internet or other means, or the kind of your personal data held by us, please contact us at info@hkxra.org in advance.

1.6. Security of personal data

We and the authorized services providers use various encryption techniques to transmit via the Internet your personal data, which can only be accessed by our authorized personnel. Given the operational nature of the Internet, we cannot guarantee that the transmission is fully secure. Please refer to our "Security Statement" in

Part 3 below for details on the steps that we have taken to ensure that any personal data collected by us via our websites is safe and secure to avoid unauthorized interference by third parties.

1.7. Internal Record Retention and Access to Personal Data

Our staff are required to strictly adhere to our Privacy Policy. Access to computer records is strictly controlled and requires management approval for each access. Approvals for access to applicants' personal data are granted only on a "need to know" basis. When we retain, use and/or transmit personal data, appropriate measures will be put in place to protect personal data from accidental and/or unauthorized disclosure, modifications, loss and/or destruction.

1.8. Retention of personal data

Your personal data which you have given to us via application form, internet or other means will be retained for a reasonable period after termination or completion of related events/activities. We will erase any unnecessary personal data from our system on timely basis.

1.9. Links to Other Websites

We may promote on-line stores or service providers operated by third party merchants on our website. If you click on any advertisement or hyperlink linking to another website, you will leave our Website for another location. At any other website, the protection of your privacy, personal data and your exposure to cookies are not our responsibility and you are advised to refer to the privacy policy of that other location (if any).

2. Personal Information Collection Statement

2.1. As a member of our Association, or a participant or visitor or user of our website(s), it may be necessary for you to provide us with your personal data when you apply to us and/or continue to subscribe with us for any service and/or product. If your personal data is incomplete or incorrect, we may not be able to provide or continue to provide the services to you. We shall keep your personal data confidential at all times. Our policies and practices with respect to the collection, use, retention, disclosure, transfer, security and access of personal data will be in accordance with requirements under the Ordinance and this Statement. We may use and retain the personal data provided by you for the following purposes and for other purposes as shall be agreed between you and us or required by law from time to time:

- (i) Processing of your application ;
- (ii) Subject to your consent, we may use your personal data (including name, gender, telephone number, fax number, postal address, email address, month and year of birth) for marketing the categories of goods and/or services as set out in the customer consent form which may be subject to change from time to time (irrespective of whether we are remunerated for such marketing activities) relating to us, our affiliated companies and business partners. We may dispatch to you the promotional information via direct marketing telephone calls, e-mail, facsimile, direct mailings etc.
- (iii) Providing other complimentary or additional services in connection to the services you requested ;
- (iv) Analyzing, verifying and/or checking of your credit, payment and/or account status in relation to the provision of the services;
- (v) Processing of any payment instructions, direct debit facilities and/or credit facilities requested by you;
- (vi) Facilitating the daily operation of your account, provisioning of customer services and/or the collection of overdue amounts in your account in relation to the services.

2.2. We may disclose and transfer (whether in Hong Kong or overseas) your personal data to the following parties to use, disclose, process or retain your personal data for the purposes mentioned above:

- (i) Our agents and contractors (including IT, network, customer service, sales agents and contractors), and service providers for the provision of our services;
- (ii) Our affiliates and business partners;
- (iii) Banks, financial institutions and credit providers;
- (iv) Debt collection agencies, credit reference agencies and security agencies
- (v) Regulatory bodies, law enforcement agencies and courts; and
- (vi) Our professional advisers.

2.3. In addition, in accordance with your agreement with us or consent given to us (as the case may be), we may disclose and transfer your personal data (whether in Hong Kong or overseas) to business partners for the purposes of carrying out market research and assessments and ensuring such personal data provided by you to us fulfills the aforesaid or other purposes as shall be agreed between you and us or as required by law from time to time.

3. Security Statement

While internet is not an inherently secure environment for communications, security of internet communications can be enhanced by the application of appropriate technology. However, internet security is not solely a technical issue, knowledge on security of personal and transaction data as well as general measure are equally important. "Hackers" could only attack a system through a "door". However, in most cases imprudent transmission and handling of sensitive data such as confidential documents, password, personal identifiers etc. would facilitate unauthorized access to such a "door" by "hackers". Hence, internet users should be cautious when handling such kind of sensitive documents and data.

In order to prudently preserve all personal data obtained from users of our websites, apart from firewalls and other sophisticated technical facilities, we also provide and maintain other stringent security measures so as to protect our system as well as the information and data retained therein from accidental or malicious destruction or damage.

4. Enquiries

For any enquiries, please email to:-

Secretariat
Hong Kong Extended Reality Training and Learning Association

email: info@hkxra.org

Last update: Feb 2020

收集個人資料聲明

請注意，本聲明會不時修訂而不會事前另行通知，閣下應定期查閱最新版本。本聲明的英文版本及中文版本如有不符或互相抵觸，一概以英文版本為準。

1. 私隱政策聲明

1.1. 我們的承諾

香港延展實境培訓協會(下稱「協會」、「我們」、「我們的」或「我們」(受格形式))矢志妥善處理個人資料以保障閣下的私隱。我們將確保我們及我們委託的代理就收集、使用、保留、披露、傳輸、保安及存取個人資料所採用的各項政策和實務守則，均符合《個人資料(私隱)條例》(香港法例第 486 章)(下稱「該條例」)，以及由香港個人資料私隱專員公署所發出的相關實務守則及指引之規定。本聲明中「個人資料」乃依照該條例的定義詮釋。

如我們任何營運業務需遵從香港境外任何其他私隱法例，則只要不抵觸相關地方的法例，本聲明亦會適用。

1.2. 收集個人資料

協會或會不時要求閣下提供個人資料，包括但不限於閣下的姓名、性別、出生日期、身份證明文件號碼及/或副本、電話號碼、傳真號碼、位置、郵寄地址及/或其證明、電郵地址、信用卡資料、銀行賬號等。如閣下拒絕提供此等資料，可能令協會無法辦理閣下提交的任何申請或要求，又或使閣下無法存取我們的網站某些內容，又或導致閣下無法完成原擬在聯會的網站辦理的事宜。如閣下尚未成年滿 18 歲，必須獲得家長或監護人同意，方可向我們提交任何個人資料。

本網站和其連結的其他網站或會收集及/或披露協會會員或瀏覽訪客的資料，這類資料可能包括但不限於到 XR 應用數據分析，用於培訓和學習的技術，訪次數等統計數字、瀏覽器類型及版本、操作系統、IP 地址及/或域名。

1.3. 提供真確個人資料

閣下向我們申請協會會籍，我們可能會進行評估及核實你的個人資料。假如查核結果不符合要求，我們不會與閣下訂立合約。於某些情況下，我們會採用市場普遍接受的慣用方法核實你提供的資料。此外，我們亦可要求閣下出示個人身份證明文件及/或地址證明等文件正本，相關資料經核對無誤後方始使用。

1.4. 收集所得個人資料的用途

有關閣下的個人資料的具體用途已列載於以下我們的「個人資料收集聲明」第 2 部份(其中特別以第 2.1 部份第一段(i)至(vi)項為主要部分)。

1.5. 當事人查閱及修正資料

根據該條例，閣下有權：

- i. 查詢我們是否持有閣下的個人資料；
- ii. 查閱我們記存的閣下個人資料；及
- iii. 要求我們更正所記存不正確的個人資料。

閣下如欲查閱及/或修正閣下透過申請表格、互聯網或其他途徑向我們提交的個人資料，以及我們所持閣下之個人

資料類別，一律請電郵到 info@hkxra.org。

1.6. 個人資料保安

我們及獲授權的服務供應商經互聯網傳輸閣下的個人資料時會採用各種加密技術，確保只有我們授權的人員方可存取資料。基於互聯網的運作性質，我們不能保證資料傳輸絕對安全。閣下可參閱以下第 3 部份「安全聲明」，以了解我們於保護經本網站收取的個人資料安全和避免遭受第三者非法干擾所採取之步驟。

1.7. 內部存取個人資料

我們所有員工均嚴格遵守本會之「私隱政策」。載有個人資料的實物記錄如非使用時一律存放於鎖上的安全地點。我們嚴格管制員工存取實物及/或電腦資料，每次存取均需獲得適當的管理人員批准，而只有「必須知情」的人員才會獲准存取申請者的個人資料。我們記存、使用及/或傳輸個人資料時，必會採取適當的措施，防止意外及/或未經許可披露、更改、遺失及/或銷毀任何個人資料。

1.8. 保留個人資料

閣下透過申請表格、互聯網或其他途徑向我們提供的個人資料，將會一直保留至有關活動終止或完結後一段合理時間。我們會適時地清除系統現存的不必要個人資料。

1.9. 與其他網頁的連結

我們可能會在我們的網站推銷由第三者商戶經營的網上商店或服務供應商。倘閣下按任何廣告或連結其他網頁的超連結(hyperlink)，即會離開本網站而進入另一個位置，聯會並不負責保護閣下在瀏覽其他網頁時可能洩漏的私隱、個人資料及可能受到“曲奇”(cookies)的干擾/影響，閣下應自行參閱該位置的私隱政策(如有者)。

2. 個人資料收集聲明

2.1. 閣下作為我們的會員、參加者或我們網站的訪客或使用者，向我們申請及/或持續使用任何服務及/或活動時，或須向我們提供個人資料。若閣下提供的個人資料不全或失實，我們可能無法向你提供或繼續提供所需的服務。我們時刻均會保密閣下的個人資料。我們收集、使用、保留、披露、轉移、保安和查閱個人資料的政策及實務守則，一律遵從該條例及本聲明的規定。我們可使用和保留你提供的個人資料作以下任何用途，以及作雙方不時協定或法律規定的其他用途：

- (i) 辦理閣下的申請；
- (ii) 根據客戶同意書(客戶同意書會不時更新)，在閣下同意的情况下，使用閣下的個人資料(包括姓名、性別、電話號碼、傳真號碼、郵寄地址、電郵地址、出生年月、)不時推銷有關我們、我們的聯營公司及/或合作夥伴之服務及/或產品類別(不論本公司有否就推廣收取報酬)。我們會以電話、電郵、郵件等方式向閣下提供有關推廣資料；
- (iii) 辦理因應各項服務而向閣下提供的相關優惠；
- (iv) 就提供服務而分析、核實及/或查核閣下的信用、付款及/或賬戶狀況；
- (v) 辦理閣下要求的任何付款指示、直接支賬付款安排及/或信貸；
- (vi) 促進閣下賬戶日常運作、提供顧客服務及/或收取閣下賬戶尚欠的服務收費。

2.2. 我們可向(不論在香港或海外)下列各方披露及轉移閣下的個人資料，並可就上述的目的使用、披露、處理或保

存閣下的個人資料：

- (i) 我們的代理及承辦商(包括資訊技術、網絡及承辦商)及提供服務的供應商；
- (ii) 我們的聯營公司及合作夥伴；
- (iii) 銀行、財務機構及信貸供應商；
- (iv) 追收欠款公司、信用調查機構及保安代理；
- (v) 規管當局、執法機構及法院；及
- (vi) 我們的專業顧問。

2.3. 此外，根據閣下與我們達成的協議或閣下給予我們的同意書(視乎情況而定)，我們可向(不論在香港或海外)我們的合作夥伴披露或轉移閣下的個人資料，以作市場研究及評估用途，並會用於確保閣下提供之個人資料符合上述或閣下與我們協定的其他目的及用途或法律的規定。

3. 安全聲明

儘管互聯網在本質上並非安全可靠的通訊環境，但用戶可運用適當的技術加強網絡安全性。然而，互聯網的安全並非純粹「技術」問題，個人及交易數據的保安常識及一般措施亦同樣重要。「黑客」需要有「門戶」才能入侵系統，而「門戶」大開往往是因為用戶傳遞機密文件或處理密碼、個人識別代碼等機密數據時疏忽大意，以致「黑客」有機可乘。因此用戶處理這類文件和數據時務需小心謹慎。

為嚴格保密從我們網站用戶獲取的所有個人資料，除使用防火牆和其他精密技術性設備外，我們還提供及設有其他嚴格的保安措施，以保護我們的系統、資料和數據，避免任何意外、惡意破壞或損毀。

4. 查詢

如有任何查詢，應致函予：

秘書處

香港延展實境培訓協會

電郵：info@hkxra.org

2020年2月