

## Privacy Policy

The Women's Foundation (TWFHK) is committed to protecting your privacy and to ensuring that all personal data provided to us is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (PDPO).

### **Purpose of collecting and keeping personal data**

1. TWFHK will use personal data collected from you for the purposes for which it was collected.
2. TWFHK may use your personal data (including your name, job title, company name, contact details such as email, telephone and fax numbers, credit card or other payment details and other information collected in your profile such as the event(s) or programmes you participated in or wish to participate in, the areas of interest you indicated, reviews, feedback and opinions and any other personal data you choose to provide to us etc.) for one or more of the following purposes including, but not limited to:
  - (a) provision of services for donations, sponsorship, events, programmes and volunteers through this Website or any other means (including enquiries, and provision of any related payment, identification, registration, billing), administration, management and communications purposes including surveys, feedback collection and research whether via mail, electronic mail, telephone, SMS, fax or online etc.
  - (b) the provision of updates and direct marketing (via fax, email, direct mail, telephone or other means of communication including social media online, or e-newsletters) in relation to our programmes, research, courses, volunteer opportunities, workshops and events, promotions, offers, opportunities for sponsorship, networking and donations, advocacy campaigns, opinion sharing, news updates, information and other related services or benefits provided by TWFHK and/or other partners or organisations.

### **Privacy of personal data and disclosure**

1. Your personal data will be kept strictly confidential and securely kept.
2. TWFHK will not divulge, sell, trade or rent personal data to external parties for their own purpose.
3. However, TWFHK may disclose or transfer such personal data where such disclosure is necessary to satisfy the above purpose, or a directly related purpose, for which the data was collected (including without limitation debt collection or payment services, telecommunications, IT and computer services, marketing, communications, distribution or other services), to:
  - (a) any third party service provider and any other person under a duty of confidentiality to TWFHK including without limitation, TWFHK staff, agents and other organisations which have undertaken to keep such information confidential; and
  - (b) any person or entity to whom TWFHK is under an obligation to make disclosure under laws or guidelines issued by regulatory or other authorities.

### **Access and correction of personal data**

1. The provision of your personal data to TWFHK is on voluntary basis.
2. In accordance with the PDPO, you may request access to your personal data held by TWFHK. A charge may be imposed to cover the cost of photocopying personal data at the rate approved by the Secretary for Financial Services and Treasury.
3. You are entitled to request access to and correct your personal data held by TWFHK, and request us to cease to use of your personal data at any time without charge.
4. You may opt out of receiving marketing communications at any time by following the unsubscribe instructions contained in the marketing communications or contacting TWFHK at [info@twfhk.org](mailto:info@twfhk.org) with your full name and contact details.

5. If you are in a EU Member State, you have the right, subject to certain limitations or restrictions, under the data protection laws in the EU to:
- (a) request access to and rectification or erasure of your personal data;
  - (b) obtain restriction of processing or to object to processing of your personal data; and
  - (c) the right to data portability.

Individuals in the EU also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.

6. Data access or correction requests should be addressed to us in writing to:
- The Women's Foundation  
9A Chun Wo Commercial Centre,  
23-29 Wing Wo Street, Sheung Wan, Hong Kong.  
Telephone: +852 2592 8265  
Email: [info@twfhk.org](mailto:info@twfhk.org)

### Changes in this Privacy Policy

TWFHK reserves the right to update, revise, modify or amend this Privacy Policy from time to time as TWFHK deems necessary so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the Website. If we make material changes to this Privacy Policy we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose

### Enquiries

Should you have any enquiries about TWFHK's Privacy Policy and practices, please contact [info@twfhk.org](mailto:info@twfhk.org) or +852 2592 8265.

25 May, 2018