

Personal Information Collection Statement (“PICS”)

OneSky Foundation Limited (registration number: 1031802) (“OneSky”) 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://onesky.org/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 programmes and activities, the issuance of receipts, collecting user feedback and conducting analyses, including:

- to process, manage or update your membership application;
- to verify your identity and your credentials;
- to facilitate communications with you and to assist with your queries;
- to process your feedback to our services;
- to conduct statistical analysis, research, surveys, quality assurance and review;
- to ensure safety and security;
- to allow the use of our facilities;
- to provide you with any promotional news and information related to the programmes, activities, courses, services and donation request of OneSky;
- to fulfil other purposes directly relating to the above; and
- to comply with applicable law or regulation.

If you do not wish to receive the promotional news and information related to OneSky and its service units, you may indicate your objection to us 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.

Types of Personal Data Collection

The types of personal data that OneSky collects may include (but not limited to):

- your contact information, such as name, telephone numbers, email address and home address;
- your personal information, such as your birth date and identity card number;
- your business information, such as company name and business title;
- your household information; and
- photographers and/or videos of you

Transfer Data

OneSky will keep your personal data confidential and only authorized staff members will have access to and handle your personal data. OneSky does not rent, sell, transfer or disclose your personal information with other people or non-affiliated companies but we may disclose or transfer your personal data to parties within or outside Hong Kong for the above stated purposes:

- to OneSky's subsidiaries and affiliates, in particular in the United States and other jurisdictions in which other OneSky entities are based;
- to contractors, agents and service providers engaged in activities on behalf of OneSky;
- with your prior consent;
- to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person; and
- 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 OneSky may not be able to provide the services you request. You may at any time request a copy of your personal data or that your personal data are updated, corrected or deleted by contacting our Privacy Officer. 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. When such requests are made, OneSky will check the requestor's identity to ensure the requestor is legally entitled to make the data access or correction request. A fee may be charged for complying with a data access request. OneSky 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 OneSky. You may contact our Privacy Officer at:

Contact: OneSky Foundation Limited [Attn: Privacy Officer]

Address: G/F – 2/F, Wing Shing Building, 25-35 Castle Peak Road, Sham Shui Po, Kowloon, HK

Tel: (852) 3598 9338

Fax: (852) 3619 7559

Email: hkcentre@onesky.org

Your personal data is retained for as long as the purposes for which such data were collected continue. Thereafter, your personal information together with all materials you provide will be disposed of. You may visit <https://onesky.org/privacy-policy/> to know more about our privacy policy.

Version: November 2021

個人資料收集聲明 (“PICS”)

OneSky Foundation Limited (認可註冊編號：1031802) (以下簡稱 “OneSky”) 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://onesky.org/privacy-policy>)。請細閱下文以了解我們的收集個人資料政策。

收集個人資料的目的

OneSky 會使用你提供的個人資料，向你提供所需要的活動、課程或服務，包括：

- 處理、管理或更新你的會員申請；
- 驗證你的身份和憑據；
- 促進與你的交流並協助你的查詢；
- 收集意見及處理你對我們服務的反饋；
- 進行統計分析、研究、調查、質量保證和審核；
- 保障和確保安全；
- 允許使用我們的設施；
- 提供有關 OneSky 相關活動、課程、服務及捐獻要求等推廣資訊；
- 實現與上述直接相關的其他目的；及
- 遵守適用的法律或法規。

你可隨時向 OneSky 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 OneSky 有可能無法提供閣下要求之服務。

OneSky 收集的個人資料類別

OneSky 收集的個人資料的類別可能包括 (但不限於)

- 你的聯繫信息，例如姓名、電話號碼、電子郵件地址和家庭住址；
- 你的個人信息，例如你的生日和身份證號碼；
- 你的企業信息，例如公司名稱和企業名稱；
- 你的家庭資料；及
- 你的照片及/或視頻

資料的轉移

OneSky 將對你的個人資料保密，只有經過授權的工作人員才能存取及處理你的個人資料。基於上述的收集目的，OneSky 不會租用、出售、轉移或披露所持有之個人資料予他人，不過 OneSky 可能會將你的個人資料披露或轉移給香港境內或境外的以下各方：

- OneSky 的子公司和關聯公司，尤其在美國和其他 OneSky 實體營運的其他地區；
- 代表 OneSky 從事活動的承辦商，代理商和服務供應商；
- 已預先得到資料當事人的同意；
- 對非法活動、懷疑詐騙、涉及或威脅到任何人的人身安全的事件作出調查、預防及採取行動；及
- 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

請你確保向 OneSky 提供的資料正確無誤，並有責任向 OneSky 更新資料，否則 OneSky 有可能無法提供閣下要求之服務。你有權要求查閱、更新或刪除你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。OneSky 在處理查閱或改正資料要求時，會查核提出要求者的身份，以確保你在法律上有權作出這項要求。在收到閣下提出的要求後，OneSky 將可能就此收取合理的費用。當你要求存取或更新資料時，我們可能需要採取措施來驗證你的身份。OneSky 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 OneSky 合理要求的資訊。你可以通過以下與我們的私隱專員聯繫：

聯絡：OneSky Foundation Limited (收件人：私隱專員)

地址：香港九龍深水埗青山道 25 – 35 號永勝大樓地下至二樓

電話：(852) 3598 9338

傳真：(852) 3619 7559

電郵：hkcentre@onesky.org

OneSky 保留你的個人資料和時間，將不會超出收集，使用或直接相關目的所需的實際時間。當不再需要你的個人資料以達到上述目的，所有相關資料將被銷毀。請參閱 <https://onesky.org/privacy-policy/> 上的 OneSky 私隱政策，以了解有關我們如何處理你的個人資料。中文譯本與英文版本如有歧義，將以英文版本為準。

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