

收集個人資料聲明

聲滄非常重視個人私隱，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《個人資料(私隱)條例》的要求。聲滄將確保轄下職員嚴格遵守本收集個人資料聲明及我們的私隱聲明。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

聲滄使用申請人提供的個人資料，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聲滄的相關活動、課程、服務等推廣資訊，申請人可隨時向聲滄表明或更改接收推廣及宣傳意願。申請人有責任提供申請表格上的資料，或啟動相關流程必須提供的資料，否則聲滄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，只供聲滄在工作上有需要知道該等資料的職員或指定人士使用。聲滄不會租用、出售、轉移或披露所持有之個人資料予他人或非聲滄有關單位，除非：(1) 對方為於業務上向聲滄提供服務的代理機構、承辦商或服務提供者；(2) 閣下要求之服務由有關人士／公司負責提供；(3) 已預先得到資料當事人的同意；(4) 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；(5) 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

申請人請確保向聲滄提供的資料正確無誤，並有責任向聲滄更新資料，否則聲滄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 syngclub@gmail.com。聲滄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，聲滄將在 40 天內給予回覆，聲滄將可能就此收取合理的費用；聲滄須在或可在《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聲滄合理要求的資訊。

聯絡：聲滄 Syng Club Email : syngclub@gmail.com

Personal Information Collection Statement

Syng Club respects the privacy of individuals. Syng Club do the best to ensure the collection, usage, storage, transfer and disclosure of your personal data according to the Personal Data (Privacy) Ordinance. Syng Club ensures that all employees comply with the requirements of this Statement and the Privacy Policy Statement. 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. Syng Club may send any promotional news and information related to the programmes, activities, courses, services to you using the contact information you have provided. If you do not wish to receive the promotional news and information related to Syng Club, you may indicate your objection to Syng Club anytime. Please note that it is mandatory for you to provide personal data. In the absence of your complete and accurate personal data, Syng Club 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 Syng Club or persons designated on a need-to-know basis. Syng Club does not rent, sell, transfer or disclose your personal information with other people or non-affiliated companies except under the following circumstances: (1) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, or any other services to Syng Club in connection with the operation of its business; (2) the services requested by you is provided by the person or company concerned; (3) with your prior consent; (4) 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; (5) 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 Syng Club shall there be any change; otherwise Syng Club 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 syngclub@gmail.com. When such requests are made, Syng Club 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 a data access request. Syng Club 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 Syng Club.

Contact : Syng Club Email : syngclub@gmail.com