

Hong Kong Trustees' Association Ltd

I. Personal Information Collection Statement

The Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for personal data. The Hong Kong Trustees' Association Ltd ("HKTA") is committed to ensuring that your privacy is protected according to the Personal Data (Privacy) Ordinance ("PDPO") of Hong Kong.

The PICS sets out the policies and practices of the HKTA with regard to certain information by which you can be identified ("Personal Data") and what you are agreeing to with respect to HKTA's use of your personal data for the purposes identified below.

The Personal Data which HKTA will collect from you may include:

- name and identification number on Hong Kong identity Card and/or passports;
- employer details and job title;
- academic and professional qualifications details;
- contact information including telephone number, fax number, email address, mailing address;
- demographic information such as postcode, preferences or interests;
- if the applicant is a company, information on the applicant's contact person including: the contact person's name, title, address, telephone number and fax number; and
- other information relevant to customer surveys and/or offers.

Purpose of Collection

The Personal Data provided by you will be used by HKTA for one or more of the following purposes:

- reviewing membership application;
- admission to any accreditation program or training courses organized /sponsored by the HKTA;
- processing application for Experienced Practitioner Exemption ("EPE") and Certified Trust Practitioner (CTP) designation;
- as evidence for verification of your examination results and other information;
- internal record keeping (including maintaining registers containing specific data of members' CTP status for verification purpose);
- improving our services to our members;
- sending of promotional emails about our surveys, special offers, educational events, training opportunities, industry forums or other information which the HKTA thinks you may find interesting using the email address which you have provided; and
- using your Personal Data to contact you for market research purposes. HKTA may contact you via email, phone, fax or mail.

Any personal data collected from you will only be used for the specific purposes mentioned at the time of collection.

Failure to provide the requested personal data may result in the HKTA being unable to process your application, admission or other purposes.

Transfer/Matching of Personal Data

Personal Data may be disclosed by the HKTA to other associations (including, but not limited to, the Hong Kong Securities and Investments Institute) for the purpose of your admission to any accreditation program.

HKTA will not sell, distribute, release or disclose your Personal Data to any third party unless HKTA has your permission or is required by law to do so. HKTA may use your personal data to send you promotional information about third parties which the HKTA thinks you may find interesting, unless you tell us that you do not wish this to happen.

Access to Data

You may request details of Personal Data which we hold about you under the Personal Data (Privacy) Ordinance of Hong Kong. If you would like to get a copy of the Personal Data held about you, please write to Hong Kong Trustees' Association Ltd, c/o Deacons 6/F, Alexandra House, Chater Road, Central, Hong Kong. HKTA has the right to charge a reasonable fee for processing any data access request.

If you believe that any information we are holding about you is incorrect, incomplete or outdated, please write to, or email, us as soon as possible at the above address. We shall update your Personal Data as soon as practicable.

Update to PICS

HKTA may change the PICS from time to time by updating this page. You should check this page as and when deemed necessary to keep abreast of the latest changes, if any.

II. Data Privacy Policy

This privacy policy sets out how the Hong Kong Trustees' Association Ltd (“HKTA”) uses and protects any information that you give the HKTA when you use this website.

HKTA is committed to ensuring that your privacy is protected according to the Personal Data (Privacy) Ordinance (“PDPO”) of Hong Kong. Should we ask you to provide certain information by which you can be identified when using this website (“Personal Data”), then you can be assured that it will only be used in accordance with this privacy statement.

HKTA may change this policy from time to time by updating this page. You should check this page as and when deemed necessary to keep abreast of the latest changes, if any.

What we collect

HKTA may collect the following Personal Data:

- Name, gender, job title, qualifications, employment records, past experience etc;
- contact information including address, mobile number, fax number and email address;
- demographic information such as postcode, preferences or interests;
- if the applicant is a company, information on the applicant’s contact person including: the contact person’s name, title, address, telephone number and fax number; and
- other information relevant to customer surveys and/or offers.

What we do with the Personal Data we gather

These Personal Data will help the HKTA understand your needs and provide you with a better service, and in particular for the following reasons:

- reviewing membership application;
- processing application for Experienced Practitioner Exemption (“EPE”) and Certified Trust Practitioner (CTP) designation;
- maintaining registers containing specific data of members’ CTP status for verification purpose;
- admission to any accreditation program or training courses organized / sponsored by HKTA;
- as evidence for verification of your examination results and other information;
- internal record keeping;
- improving our services for members;
- sending promotional emails about our surveys, new products, special offers, educational events, training opportunities, industry forums or other information which we think may be of interest to you, using the email address which you have provided; and

- using your Personal Data to contact you for market research purposes. We may contact you via email, phone, fax or mail.

Any Personal Data collected from you will only be used for the specific purposes mentioned at the time of collection.

Security

HKTA is committed to ensuring that your Personal Data is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the Personal Data we collect online.

Retention of your Personal Data

HKTA will retain your Personal Data only for so long as it is necessary for fulfilling the purposes for which they are collected. After that time, unless HKTA is under any legal or regulatory obligation to keep your Personal Data, your Personal data will be erased.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie will help analyze web traffic or let you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

HKTA uses traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, HKTA cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your Personal Data

If you have previously agreed to us using your Personal Data for direct marketing purposes, you may change your mind at any time and restrict the use of your Personal Data by writing to, or emailing, us at queries@hktrustees.com.

HKTA will not sell, distribute, release or disclose your Personal Data to third parties unless we have your permission or are required by law to do so. We may use your Personal Data to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of Personal Data which we hold about you under the Personal Data (Privacy) Ordinance of Hong Kong. A small fee may be payable. If you would like to get a copy of the Personal Data held about you, please write to Hong Kong Trustees' Association Ltd, c/o Deacons 6/F, Alexandra House, Chater Road, Central, Hong Kong.

If you believe that any information we are holding about you is incorrect, incomplete or outdated, please write to, or email, us as soon as possible at the above address. We shall update your Personal Data as soon as practicable.

August 2018