



# Wah Yan College Kowloon Past Students' Association Ltd.

56 Waterloo Road, Kowloon

## PERSONAL INFORMATION COLLECTION STATEMENT

This Personal Information Collection Statement (“**PICS**”) outlines how Wah Yan College, Kowloon Past Student Association Limited (“**WYKPSA**”) collects, uses, processes and transfers your personal data. By submitting your personal data to us, you agree to be bound by this PICS. Supply of your personal data to WYKPSA is non-obligatory but failure to do so may result in WYKPSA being unable to provide you with the relevant services or information.

### *Purposes of Collection of Personal Data*

The personal data you provide to us may be used for the following purposes or any directly-related purposes:

1. processing and assessing applications for activities of WYKPSA, including verifying the identity of applicants, assessing their suitability and collecting statistical information relating to the applicants;
2. performing administration work related to the operations of WYKPSA;
3. promoting activities of WYKPSA, by, among other methods, sending you newsletters or materials regarding charitable or community causes, programs, activities and events organised or supported by WYKPSA;
4. processing donations and donation-related administration, such as issue of acknowledgement, receipts, payment collection notices and donation records;
5. meeting any obligations of WYKPSA, or in connection with (a) any law, regulation, judgment, court order, sanctions regime, within or outside Hong Kong; (b) any guidelines, demand or requests given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities within or outside Hong Kong; or (c) any of the rules or bye-laws of WYKPSA relating to its operations; and
6. prevention, detection or investigation of crime.

We may also, from time to time, use non-identifying information which we collect to promote and/or improve the activities we organise or services we offer which will not particularly identify any individual.

### *Photo-taking*

WYKPSA may take photos of you and may publish them (with or without captions which may also include personal data) on WYKPSA’s social media and/or communications for marketing or promotional purposes. Please contact WYKPSA Secretariat if you have any concerns or if you do not wish to have images of you recorded for distribution.

### *Disclosure of Personal Data*

Where disclosure of personal data is necessary to satisfy the purpose, or a directly-related purpose, for which the personal data was collected, we may provide such personal data to:



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- (a) any person or company who is acting for or on behalf of WYKPSA in respect of the purpose or a directly-related purpose for which the personal data was provided;
- (b) any financial institutions, including banks, necessary to establish and support the donations of any funding activities organised by WYKPSA or payment for any services provided to you; and
- (c) government and regulatory authorities and other organisations, as required by law, by court order or in response to any legally valid inquiry, or otherwise necessary to the establishment of legal claims or defenses, to obtain legal advice, or to exercise and defend WYKPSA's legal rights.

By submitting your personal data to us, you understand and consent to the transfer of such information as described above.

## ***Retention of Personal Data***

All personal data we collect will be stored only for a duration that is relevant to the purpose for which it is collected and for as long as permitted or required by the applicable law.

## ***Data Access, Correction Requests and Other Enquiries***

You have the right to request access to and correction of your personal data submitted to us. If you wish to do so, please contact [secretariat@wykpsa.org.hk](mailto:secretariat@wykpsa.org.hk). You may also opt-out by contacting us if you no longer wish any of the personal data provided to be used in any of the above purposes.

In relation to your request to access or correct your personal data, we may require that you prove your identity to us in order to protect your personal data, which may include your identification document and your correspondence address. Where a request is made, any correspondence may be kept and added to your personal data.

Should you have any enquiries about WYKPSA's privacy policy and practices, please contact us at the above address.