

King Yin Lei Guided Tours

Privacy Policy Statement

Commissioner for Heritage's Office ("CHO") is committed to fully implementing and complying with the relevant provisions of the Personal Data (Privacy) Ordinance. We promise:

- to implement computer, physical and procedural safeguards to protect the security and confidentiality of the personal data we collect;
- to limit the personal data collected to the minimum required to provide services requested by you;
- to permit only our properly trained, authorised employees to access personal data; and
- not to disclose your personal data to external parties unless you have agreed, we are required by law or we have previously informed you.

Kinds of Personal Data Collected or Held

The personal data collected by or held in CHO contained in:

- Applications, which may include but are not limited to the name, HKID number, travel document number, telephone number, and email address.
- Enquiries / Complaints, which may include, but not limited to the name, HKID number, travel document number, telephone number and email address of individuals in connection with the handling of enquiries and complaints pursuant to the work of and services provided by CHO.

Purposes and Usage of Collecting and Keeping Personal Data

Personal data collected and held in connection with:

- Applications are collected and kept for the purposes of considering and processing the registrations, communicating with the applicants, checking the record of attendance, issuing certificates of attendance, and surveying. Incomplete or inaccurate information provided in the registrations may affect the consideration and processing of the application, and may result in their being deferred or rejected.
- Enquiries/Complaints are collected and kept for the purposes of taking follow-up action on the enquiries and complaints.

- The information provided to CHO, including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to this application.

Disclosure

We will keep the personal data we hold confidential but may provide your personal data to:

- personnel, agents, advisers, contractors and service providers in connection with our operations or services
- persons under a duty of confidentiality to us
- persons to whom we are required to make disclosure under applicable laws in or outside Hong Kong

Security

Personal data stored electronically are password-protected. Encryption technology is used on our secured web areas. Our computer systems and servers are placed in restricted areas. We only permit authorised employees to access personal data. These employees are trained on our privacy policies. The personal data collected and stored will be deleted within one month after the activity is completed.

Your Data Privacy Rights

By using our service, making an application or visiting our Site, you acknowledge the collection and use of your personal data by us as outlined in this Statement. If you do not agree with the use of your personal data as set out in this Statement, or the Terms of Use, please do not use this Site, or submit an application form.

Under the Hong Kong Personal Data (Privacy) Ordinance, you have the right:

- to check whether we hold personal data about you and to access such data
- to require us to correct inaccurate data
- to ascertain our policies and practices in relation to personal data and the kind of personal data held by us.