

## Policy and Practices on Personal Data (Privacy)

### 1. Policy

It is the policy of The Hong Kong Institute of Directors to protect the privacy of personal data and treat personal data with respect. In the collection of personal data, the Institute works to meet the requirements of the Personal Data (Privacy) Ordinance. In handling personal data, the Institute ensures compliance by staff with the standards of security and confidentiality prescribed under the Ordinance.

### 2. Purposes of data collection

In the fulfilment of its mission, The Hong Kong Institute of Directors may from time to time be engaged in the collection of personal data for the following purposes:-

- (a) Processing of enrolment application for membership.
- (b) Processing of enrolment application for members' meetings.
- (c) Processing of enrolment application for training courses and speaker forums.
- (d) Processing of enrolment application for mission delegations.
- (e) Processing of enrolment application for Board Appointment Service.
- (f) Fulfilment of publications to members and those who order or request or are approved by the Institute for receiving such publications.
- (g) Circulation of notices to members and those non-members who request and are approved by the Institute for such circulation on updates, events, projects, membership, services and publications.
- (h) Invitation to non-members for joining the Institute's membership as referred by members.
- (i) Invitation to non-members for participating in the Institute's training courses, speaker forums and projects.
- (j) Processing of candidates for Directors Of The Year Awards
- (k) Compilation of statistics

The provision of data by the data subjects is voluntary. However, failure to provide the requested personal data may result in the Institute being unable to process a request or deliver a service.

### 3. Types of personal data collected

The types of personal data collected include, but are not limited to:-

Purposes	Data Subjects	Data Collected
(a) Application for membership	Applicants	Name – including addressing title and honours Gender Date of birth Nationality Hong Kong Identity Card number Business, professional and academic qualifications Business and home addresses, telephone numbers, fax numbers, email address Work experiences in years – total, as director Name of current principal company Position in current principal company Information on current principal company – legal status, main activity, board size, number of employees Other directorships or business engagements – company name, position and chronology Contact person and telephone number
(b) Enrolment to	Members	Name – including addressing title



members' meetings		Contacts – telephone and fax numbers, email address Guest name(s)
(c) Enrolment to training courses and speaker forums	Applicants who may be members or non-members	Name – including addressing title Contacts – postal address, telephone and fax numbers, email address Name of current principal company Position in current principal company
(d) Enrolment to mission delegations	Delegation Members and spouses (if joining)	Name – including addressing title and honours Hong Kong Identity Card number Passport number Business, professional and academic qualifications Contacts – postal address, telephone and fax numbers, email address Name of current principal company Position in current principal company Public service – organisations and positions Awards received
(e) Enrolment for Board Appointment Service	Members	Name – including addressing title and honours Business, professional and academic qualifications Contacts – postal address, telephone and fax numbers, email address Work experiences in years – total, as director Name of current principal company Languages Industry/professional background skills Present directorships – company name and category, position as ED/NED/INED Past directorships in past five years – company name and category, position as ED/NED/INED Major public service – organisation and position Role as NED Time available per month in number of hours for new appointment Expected annual director's fee for new appointment
(f) Fulfilment of publications	Readers who may be members or non-members	Name – including addressing title Contacts – postal address, telephone and fax numbers, email address Name of current principal company Position in current principal company
(g) Circulation of notices on updates, events, projects, membership, services and publications	Members and non-members	Name – including addressing title Contacts – postal address, telephone and fax numbers, email address Name of current principal company Position in current principal company
(h) Invitation for joining the Institute's membership as referred by members	Referred persons with consent given to referring members	For the referred person:- Name – including addressing title Contacts – postal address, telephone and fax numbers, email address



		Name of current principal company Position in current principal company
(i) Invitation for participating in the Institute's training courses, speaker forums and projects	Non-members	Name – including addressing title Contacts – postal address, telephone and fax numbers, email address Name of current principal company Position in current principal company
(j) Nomination of candidates for Directors Of The Year Awards	Candidates, Proposers and Referees, who may be members or non-members	Information of the Candidate for Individual Category:- Name – including addressing title and honours Gender Age Hong Kong Identity Card number Company Name and Position Contacts – correspondence address, telephone and fax numbers Present and past major directorships Other relevant information for nomination Information of the Representative of Candidate for Board Category:- Name – including addressing title and honours Gender Age Hong Kong Identity Card number Company Name and Position Contacts – correspondence address, telephone and fax numbers Information of the Proposer and the Referee:- Name – including addressing title and honours Company Name and Position Contacts – correspondence address, telephone and fax numbers

#### 4. Data retention

Unless otherwise agreed, hard copies of any documents containing personal data provided to the Institute will become the property of the Institute and will not be returned. Personal data will be retained only for such period as may be necessary for carrying out the purposes stated in this policy or as otherwise specified at the time of collection. The Institute will destroy any personal data it holds in accordance with its internal policy.

#### 5. Data disclosure

5.1 Personal data held by the Institute will be kept confidential but the Institute may, where such disclosure is necessary to satisfy the purpose, or directly related purpose, for which the data was collected, provide such information to the following relevant parties:-

- (a) Members by way of access to the Membership Directory in the Members' Login Area of the Institute's website, whereby the data displayed are only members' names and are not applicable to those members who have opted to be excluded from this directory.
- (b) Members by way of electronic circulation of a Welcome List, whereby the data displayed are the new members' respective names, companies and positions and are not applicable to those new members who have opted to be excluded from this Welcome List.

- (c) Visitors to the Web-list of Board Appointment Candidates in the Institute's website, whereby the data displayed are only members' names and are applicable to those members who have opted to be included in this list.
- (d) The Institute's Council and relevant Committees for review of enrolment to membership and events and participation in projects.
- (e) The Institute's staff in executing relevant processing, whereby the staff members are bound by condition of confidentiality in their employment letters.
- (f) A third party such as (i) a joint organiser or a sponsor or a speaker in the case of a jointly organised event, (ii) a visited organisation in the case of a mission delegation outside of Hong Kong and (iii) the Honorary Selection Consultants and the Panel of Judges of the project Directors Of The Year Awards, whereby the participants' consent will have been obtained for the disclosure and the third party is required to maintain the personal data in confidentiality.
- (g) A contractor or agent bound by confidentiality agreement when commissioned by the Institute in executing tasks for the purposes specified in paragraph 2 above.
- (h) Government bodies and regulators as required under the law or pursuant to any regulatory arrangements between the Institute and the relevant government body or regulator.
- (i) Any person to whom the Institute is required to make disclosure under any Hong Kong law.

5.2 Except as stated above or with consent of the data subject, the Institute will not disclose the personal data to a third party.

5.3 The Institute will do its best to ensure compliance with the Ordinance by providing guidelines to and monitoring compliance of the relevant parties. However, the Institute cannot control how third parties use personal information and assumes no responsibility for the privacy protection provided by such third parties.

## 6. Communication channels

In executing tasks for the purposes specified in paragraph 2 above, the Institute communicates with data subjects through one or more of the following channels:-

- (a) postal service, (b) email, (c) telephone, (d) fax

## 7. Data collection statements

7.1 At the time of collection of personal data, the Institute will exercise care as to citing its privacy policy, the relevant web-link to this Policy and indication of purpose of data collection.

7.2 Consent will be sought from data subjects for

- (a) the use of personal data by the Institute in communications on updates, events, projects, membership, services and publications, with option not to receive such communications
- (b) disclosure of personal data to a third party, wherever applicable.

## 8. Data subject's right of access and correction

Data subjects have a right of access and correction with respect to personal data. Right of access includes the right to obtain a copy of personal data provided by the relevant data subject. Requests regarding access and correction can be directed in writing to The Hong Kong Institute of Directors.

## 9. Data subject's right to object to receiving direct marketing

Data subjects who do not wish to receive the Institute's communications on updates, events, projects, membership, services and publications may forward written request to The Hong Kong Institute of Directors stating name, postal address, fax number and email address.

**10. Contact address of the Institute**

Requests related to personal data may be made to

The Hong Kong Institute of Directors

by post at 2104 Shanghai Industrial Investment Building, 48 Hennessy Road, Wan Chai, Hong Kong or

by email at [personaldata@hkiod.com](mailto:personaldata@hkiod.com) or

by fax at +852 2889 9982.

For inquiry, tel no. +852 2889 9986.