

# **Privacy Policy**

HER Fund is committed to protecting your privacy and to ensuring that all personal data provided to us is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (PDPO).

#### Purpose of collecting and keeping personal data

- 1. HER Fund will use personal data collected from you for the purposes for which it was collected.
- 2. HER Fund may use your personal data (including your name, job title, company name, contact details such as email, telephone and fax numbers, credit card or other payment details and other information collected in your profile such as the event(s) or programmes you participated in or wish to participate in, the areas of interest you indicated, reviews, feedback and opinions and any other personal data you choose to provide to us etc.) for one or more of the following purposes including, but not limited to:
  - (a) provision of services for donations, sponsorship, events, programmes and volunteers through this Website or any other means (including enquiries, and provision of any related payment, identification, registration, billing), administration, management and communications purposes including surveys, feedback collection and research whether via mail, electronic mail, telephone, SMS, fax or online etc.
  - (b) the provision of updates and direct marketing (via fax, email, direct mail, telephone or other means of communication including social media online, or e-newsletters) in relation to our programmes, research, courses, volunteer opportunities, workshops and events, promotions, offers, opportunities for sponsorship, networking and donations, advocacy campaigns, opinion sharing, news updates, information and other related services or benefits provided by HER Fund and/or other partners or organisations.

#### Privacy of personal data and disclosure

- 1. Your personal data will be kept strictly confidential and securely kept.
- 2. HER Fund does not divulge, sell, trade or rent personal data to external parties for their own purpose.
- 3. However, HER Fund may disclose or transfer such personal data where such disclosure is necessary to satisfy the above purpose, or a directly related purpose, for which the data was to:
  - (a) any third-party service provider and any other person under a duty of confidentiality to HER Fund including without limitation, HER Fund staff, agents and other organisations which have undertaken to keep such information confidential; and
  - (b) any person or entity to whom HER Fund is under an obligation to make disclosure under laws or guidelines issued by regulatory or other authorities.

P.O. Box No. 79890, Mong Kok Post Office, Hong Kong 香港旺角郵政局郵政信箱 79890 號
Tel/電話:(852) 2794-1100 Email/電郵:info@herfund.org.hk Website/網頁:www.herfund.org.hk



### Access and correction of personal data

- 1. The provision of your personal data to HER Fund is on voluntary basis.
- 2. In accordance with the PDPO, you may request access to your personal data held by HER Fund. A charge may be imposed to cover the cost of photocopying personal data.
- 3. You are entitled to request access to and correct your personal data held by HER Fund and request us to cease to use of your personal data at any time without charge.
- 4. You may opt out of receiving marketing communications at any time by following the unsubscribe instructions contained in the marketing communications or contacting HER Fund at info@herfund.org.hk with your full name and contact details.
- 5. Individuals in the EU also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.

#### **Changes in this Privacy Policy**

HER Fund reserves the right to update, revise, modify or amend this Privacy Policy from time to time as HER Fund deems necessary so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the Website. If we make material changes to this Privacy Policy we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose.

## **Enquiries**

Should you have any enquiries about HER Fund's Privacy Policy and practices, please contact info@herfund.org.hk or +852 2794 1100

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