

THE D. H. CHEN FOUNDATION PRIVACY POLICY

Privacy Policy Statement

This Privacy Policy Statement sets out the privacy policy and practices of The D. H. Chen Foundation and entities established thereunder (collectively “we”, “us”, “our” or “Foundation”), for the purposes of complying with the Personal Data (Privacy) Ordinance.

This Privacy Policy Statement describes how we collect, use, handle and protect your personal data, which is any information that is capable of identifying an individual. When an individual provides personal data to us, they are agreeing to be governed by this Privacy Policy Statement.

Data Collection, Purpose and Use

We may directly collect from you and hold your personal data or indirectly collect your personal data from third parties in relation to the following:

- Funding and/or Scholarship applications – for the purpose of assessing, vetting, conducting due diligence for funding and/or scholarship applications;
- Programs, events and/or activities management – for the purposes of (i) implementing and managing programs initiated by the Foundation or co-developed by the Foundation and the relevant partner organizations; and (ii) hosting events and/or activities;
- Personnel records – for the purpose of recruitment, appointment and human resource management; and
- Other administration and operational records – for various purposes of operating and properly discharging the functions of the Foundation.

Our use of your personal data depends on how and where you interact with us. In some situations, the collection of personal data may be required for the operation of websites or the provision of certain events or other activities. If we are marketing to you, we will also do so with your consent or where otherwise permitted by law.

Link to Other Websites

We may provide links to third-party websites or information to our users. This Privacy Policy Statement does not cover third-party websites that we link to. Linked sites may

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have their own privacy policies and terms of use which you should review. We do not endorse or sponsor, nor are we responsible for, any third-party websites, the content or information contained therein, or their privacy practices.

Use of Cookies

We may use cookies to enhance your experience on our website. Cookies are small pieces of data stored on your computer or other devices when websites are loaded in a browser. By continuing to use this website, you agree to the use of these cookies, if any. If you do not accept the cookies or withdraw your consent, you may not be able to use some of the functions on this website.

People Who May Process Your Personal Data

Your personal data may be received and processed by the following categories of third parties located within or outside Hong Kong:

- our own employees for the management and administration of the Foundation;
- third-party data processors who provide support services to us and who will process your personal information on our behalf. Such third parties may include IT service providers as well as marketing companies that we use;
- third-party service providers who assist us in providing or performing services, functions, events and/or activities on our behalf to support our interactions with you;
- parties that we have a legal obligation to disclose information to, for example regulators and law enforcement agencies.

We maintain processes designed to ensure that any processing of personal data by third-party service providers is consistent with this Privacy Policy Statement to protect the confidentiality, availability and integrity of your personal data.

Retention

We take practical steps to ensure that we only hold your personal data for a duration that is necessary to fulfill the purpose(s) for which the data is or is to be used; and we will erase your personal data thereafter.

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Protection

We take practical steps to protect your personal data against loss, unauthorized access, use, processing, erasure, modification or disclosure. Access to personal data is restricted to relevant employees on a “need-to-know” basis.

Access and Correction

If you wish to make a data access/correction request to us, you can submit a written request to our Chief Operating Officer at The D. H. Chen Foundation, 1708-11, 17/F, Nan Fung Tower, 88 Connaught Road Central.

When handling a data access/correction request, we will check the identity of the requestor to ensure that he/she is the person legally entitled to make the data access/correction request. We may charge a fee for processing any data access request.

Changes to this Privacy Policy Statement

We may revise this Privacy Policy Statement from time to time. All versions of the Privacy Policy Statement are dated with the effective date of that version of the privacy policy. Our processing of personal data we collected about you will be governed by the most recent privacy policy in effect.

This Privacy Policy Statement was last updated in November 2021.