

Personal Information Collection Statement (PIC)

Information collected, including name, phone number and credit card information, will only be used for the purpose of processing this order with Hong Kong Convention and Exhibition Centre (Management) Limited ("HML").

Please note that it is mandatory for you to provide all data required on this form. In the event that you do not provide such data, we may not be able to process your order.

The personal information we collect about you will not be disclosed by us to any other party without your prior consent.

You have the right to request access to and correction of information held by us about you. If you wish to access or correct your personal data for your order, please contact our Senior Manager - Marketing & Sales at booking@hkcec.com for venue booking order, or Senior Manager - Event Planning & Co-ordination at hkcepc@hkcec.com for event equipment and service booking order, or Senior Food & Beverage Manager at hkcecfnb@hkcec.com for F&B booking order.

Privacy Policy Statement

Statement of Policy

Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") pledges to comply with the requirements of the Personal Data (Privacy) Ordinance. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality.

When we collect personal data from individuals, we will provide them with a Personal Information Collection Statement ("PICS") on or before the collection in an appropriate format and manner.

Statement of Practice

Your personal information collected and held by us will be used for the purpose of processing this order. We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent.

Kinds of Personal Data Held

Your personal details, including names, contact information and credit card information are collected and held by HML. They are contained in the booking records in connection with this order.

Main Purposes of Keeping Personal Data

Personal data held in the booking records are kept for the purposes of responding to and processing this order.

Protection Measures

HML takes appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure.

Retention

HML maintains and executes retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfillment of the purpose for which the data is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by HML in accordance with policies in standing instructions and administration manuals.

Notice on Direct Marketing

We cannot use your personal data unless we have received your consent or indication of no objection. You can indicate your consent by providing us with your personal data through the Subscription Form on our website, ticking boxes indicating your consent at <http://www.hkcec.com/en/hml-news-subscription>. With your consent, we may use your personal data (name and email address) to send you marketing communications such as emails containing news, offers, promotions and joint marketing offers.

You can opt-out from receiving marketing communications at any time, free of charge, by:

- following the opt-out instructions contained in the communications;
- writing to our Senior Manager – Corporate & Marketing Communications at info@hkcec.com;

Data Access and Correction

You have the right to request access to and correction of information held by us about you at any time, free of charge. If you wish to access or correct your personal data, please contact our Senior Manager - Marketing & Sales at booking@hkcec.com for venue booking order, or Senior Manager - Event Planning & Co-ordination at hkcepc@hkcec.com for event equipment and service booking order, or Senior Food & Beverage Manager at hkcecfnb@hkcec.com for F&B booking order.

Enquiries

Any enquiries regarding personal data privacy policy and practice may be addressed to Senior Manager – Corporate & Marketing Communications at info@hkcec.com or telephone number 2582 7960 during office hours.

We keep our Privacy Policy Statement under regular review. This statement was last updated on 24th July 2018.