**PERSONAL INFORMATION COLLECTION STATEMENT**

This Personal Information Collection Statement (“**PICS**”) outlines how DomestiCare Connect (“**DCC**”) collects, uses, processes and transfers your personal data. By submitting your personal data to us, you agree to be bound by this PICS. Supply of your personal data to DCC is non-obligatory but failure to do so may result in DCC being unable to provide you with the relevant services or information.

***Purposes of Collection of Personal Data***

The personal data you provide to us may be used for the following purposes or any directly-related purposes:

1. processing and assessing applications for activities and services of DCC, including verifying the identity of applicants, assessing their suitability and collecting statistical information relating to the applicants;
2. performing administration work related to the operations of DCC;
3. meeting any obligations of DCC, or in connection with (a) any law, regulation, judgment, court order, sanctions regime, within or outside Hong Kong; (b) any guidelines, demand or requests given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities within or outside Hong Kong; or (c) any of the rules or bye-laws of DCC relating to its operations; and
4. prevention, detection or investigation of crime.

We may also, from time to time, use non-identifying information which we collect to promote and/or improve the activities we organize or services we offer which will not particularly identify any individual.

***Disclosure of Personal Data***

Where disclosure of personal data is necessary to satisfy the purpose, or a directly-related purpose, for which the personal data was collected, we may provide such personal data to:

1. any person or company who is acting for or on behalf of DCC in respect of the purpose or a directly-related purpose for which the personal data was provided; and
2. government and regulatory authorities and other organizations, as required by law, by court order or in response to any legally valid inquiry, or otherwise necessary to the establishment of legal claims or defenses, to obtain legal advice, or to exercise and defend DCC’s legal rights.

By submitting your personal data to us, you understand and consent to the transfer of such information as described above.

***Retention of Personal Data***

All personal data we collect will be stored only for a duration that is relevant to the purpose for which it is collected and for as long as permitted or required by the applicable law.

***Data Access, Correction Requests and Other Enquiries***

You have the right to request access to and correction of your personal data submitted to us. If you wish to do so, please send an email to: *personaldata@dcc.com*

In relation to your request to access or correct your personal data, we will require that you prove your identity to us in order to protect your personal data, which may include your identification document and your correspondence address. Where a request is made, any correspondence may be kept and added to your personal data.

DCC’s Privacy Policy Statement is available on our website at [*link to the Privacy Policy Statement*].

Should you have any enquiries about DCC’s privacy policy and practices, please contact us at the above email.