**PRIVACY POLICY STATEMENT**

DomesticCare Connect (“**DCC**”) respects personal data privacy and is committed to implement and comply with the data protection principles and provisions under the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the “**Ordinance**”). This Privacy Policy Statement is intended to outline DCC’s data privacy policy and practices in relation to the data we collect and use.

***Collection of Personal Data***

For the purpose of carrying on any operation or activities of DCC, such as making a donation or joining DCC’s volunteer activities, you may be requested to supply personal information from time to time that may directly or indirectly identify you or other person(s) as an individual (“**Personal Data**”). The scope of Personal Data required from you may vary depending on the circumstances but in general may include, but not limited to:

1. full name;
2. date and place of birth;
3. contact details such as e-mail address, mailing and residential address, telephone number, mobile phone number and fax number;
4. information for verification of identity, including identification type and number (such as Hong Kong Identity Card or passport number) and other related information;
5. billing information, including bank account and credit card information and details;
6. demographic information, including age, gender, nationality, marital status, educational and professional background, community services or extra-curricular activities;
7. areas of interest;
8. image and voice, including photographs, video or audio recordings; and
9. spouse and family information, including any of their above information.

DCC will provide a Personal Information Collection Statement on the form or webpage that collects Personal Data to inform you of the purposes of collecting the data, the classes of persons to whom the data may be transferred and other related information. Supply of 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.

You may need to provide Personal Data about other individuals (such as your spouse or children) to DCC. In order to comply with the Ordinance, you are required to have first obtained the authorization of such individuals before using, disclosing and transferring their Personal Data, including giving consent on their behalf to DCC’s use, disclosure and transfer of their Personal Data. If necessary, DCC may require you to provide any supporting documents in proving such authorization. You should also advise them that DCC can be contacted for further information.

***Purposes of Collection of Personal Data [Note: NGO to review and revise/supplement as appropriate]***

Your Personal Data 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 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 [Note: NGO to review and revise/supplement as appropriate]***

All Personal Data we collect will be kept confidential.

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.

As we may release your Personal Data to a third party, we will take steps to prohibit such third parties from using the Personal Data for any purpose other than for the purpose specified in their respective contracts. Your Personal Data may be transferred to, stored and processed in Hong Kong or other jurisdictions where the third parties are located or from which the third parties provide us services.

By submitting your Personal Data to DCC, 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.

***Use of Cookies***

Cookies are small text files that are created by some websites to a visitor’s hard drive while that visitor is browsing the website. DCC may use cookies on its website to track preferences of its visitors. Cookies are commonly used to provide business and marketing information to the website owners and to track the number of page visits from the same computer or browser for statistical purposes. Cookies identify your browser but cannot be used to disclose your individual identity. You may refuse to accept cookies but doing so may affect certain functions or your access to certain content on our website.

By continuing browsing on our website, you consent to our use of cookies and agree that we can store and access cookies, IP addresses and use other methods in order to collect website usage data and improve on-line experience.

***Data Security Measures***

We are committed to protecting the security of your Personal Data. Our staff are trained on the importance of privacy and protection of Personal Data. We intend to limit the number of individuals within DCC with access to Personal Data to those directly involved in the process of organizing activities or providing services to you.

***Notification of Data Breach***

In the unlikely event of a data breach, we will comply with any applicable laws and regulations which would require us to notify you of the disclosure of personal data.

***Third Party Websites***

Our website may contain links to other websites which are operated by third parties.   
We are not responsible for the privacy practices of these third party websites. We have no control over the content of the linked websites or how they deal with your Personal Data. You should review the privacy policy for such third party websites to understand how your Personal Data may be used by them.

***Children’s Privacy***

We understand the importance of protecting children’s privacy. We do not knowingly solicit or collect Personal Data from persons who are under the age of 16 without prior consent from a parent or guardian.

***Changes to the Privacy Policy Statement***

As part of our efforts to ensure that we properly manage, protect and process your Personal Data, we will review our policies, procedures and processes from time to time. Any changes to this Privacy Policy Statement will be published by DCC on this website and will become effective upon publishing of the revised statement.

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

You have the right to request access to and correction of your Personal Data held by 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.

Please contact us if you have any privacy questions or concerns.

***Your Consent***

By using the internet service provided by DCC, you consent to your Personal Data being used in the manner set out above. You further consent to DCC using your Personal Data for the purposes as stated and for ancillary purposes.