

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Manager - Customer Engagement & Development, CIC ZCP (Data Access Request), Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Should you have any enquiries about our PICS and related practices, please contact Manager - Customer Engagement & Development, CIC ZCP at the above address or via zcp@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Registration for the activity;
- b. Communicating with you on the details of the activity and sending you relevant information and / or materials;
- c. Processing application for membership and setting up or updating your user account;
- d. Creating a single profile among the CIC, including combining your information with any other personal data already held by the CIC;
- e. Event registration and / or tour booking hosted by the CIC;
- f. Issuing Certificate of Attendance (if applicable);
- g. Research and / or analysis by the CIC;
- h. Facilitating communication with you;
- i. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- j. Establishing, exercising and defending the CIC’s legal rights, and complying with the CIC’s legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- k. Managing access to the CIC’s premises and for security purposes;
- l. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- m. Handling complaints or enquiries;
- n. Performing analysis and conducting research and surveys;
- o. Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies

- and procedures, regulations and law;
- p. Other purposes related or incidental to the conduct of the CIC's activities; and
- q. Any other purposes that you may consent to from time to time.

The CIC will record video and audio of the presentation but no personal data of the participants will be collected. The video and audio recording will be used by the CIC for internal and / or educational purposes only.

No participant shall publish the content of the sharing session in any format (including but not limited to recorded audio and video) without prior written consent from the CIC.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- a. Any or all of the CIC's affiliates and/or subsidiaries;
- b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
- c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
- d. Any party that owes a duty of confidentiality to the CIC.

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

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Last updated on [19 December 2024]

# 收集個人資料聲明

## 1. 個人資料的收集

- 1.1. 你向建造業議會、其關聯及/或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料(私隱)條例》（第486章）中定義的任何個人資料，只會用於與議會活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。
- 1.2. 你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料之目的是為了作出某項申請，你便須向議會提供申請表格上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。
- 1.3. 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函經理 – 客戶聯繫及發展，建造業零碳天地（查閱資料要求），地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。如果你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至 [zcp@cic.hk](mailto:zcp@cic.hk)。如需要更多關於議會在私隱及保障個人資料政策的資料，請於 [https://www.cic.hk/chi/main/privacy\\_policy\\_statement/](https://www.cic.hk/chi/main/privacy_policy_statement/) 參閱我們的私隱政策。

## 2. 收集的目的

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- a. 活動註冊；
- b. 與你就活動詳情進行通訊並向你送交相關資料及/或材料；
- c. 處理會員申請並設立/更新你的帳戶；
- d. 在議會的記錄建立單一個人檔案，包括將你的資料與議會已持有的其他個人資料合併；
- e. 登記議會主辦的活動及/或預約議會主辦的導賞團；
- f. 發出出席證明書（如適用）；
- g. 議會所進行之研究及/或分析；
- h. 利便與你的通訊；
- i. 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第 587 章）及《建造業工人註冊條例》（第 583 章）；
- j. 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
- k. 管理進出議會處所和保安目的；
- l. 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- m. 處理投訴或查詢；
- n. 進行分析、研究和意見調查；
- o. 進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守；
- p. 與議會活動進行相關或附帶的其他目的；及
- q. 你不時同意的任何其他目的。

議會將會對是次演講進行攝錄及錄音，但不會收集參與者的個人資料。有關攝錄和錄音只會用

於內部及/或教學用途。

未經議會的事先書面同意，參與者不得以任何形式（包括但不限於錄製音頻和視頻）發佈有關分享環節內的内容。

### 3. 個人資料的披露及轉移

3.1 因應第 2 段所述目的，議會可能披露或轉移你的個人資料予第三方，包括但不限於以下：

- a) 任何或所有議會的關聯及/或附屬公司；
- b) 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務(包括保險、銀行或議會使用的任何第三方支付網關服務)以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；
- c) 議會的專業顧問，包括但不限於律師、會計師和審計師；或
- d) 對議會負有保密責任的任何一方。

3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

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最後更新於 [2024 年 12 月 19 日]