

Privacy Policy Statement 保障私隱政策聲明

1) General Policy Statement 一般政策聲明

We pledge to meet fully recognized standards of personal data privacy protection in complying 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.

本會承諾致力遵守《個人資料(私隱)條例》的規定，充分符合有關保障個人資料私隱的公認標準。本會將竭力履行這項承諾，確保本會職員遵守有關個人資料的保護及保密的最嚴格標準

2) Data Collection and Use 收集及使用個人資料

- Personal Data submitted in making an application for registration with CIB will be used, disclosed or transferred only for the purpose of assessing the application or those purposes related to registration or where permitted by law. If the information provided is inaccurate or incomplete, assessment of the application may be affected.
- Personal Data submitted in making a complaint to CIB will be used, disclosed or transferred only for those purposes related to the complaint (e.g. it may need to be disclosed to the person/company against whom a complaint has been made) or where permitted by law. If the information provided is inaccurate or incomplete, consideration of the complaint may be affected.
- A complainant must inform CIB by writing to the Data Privacy Officer at the address set out below, if he/she would like to keep his/her identity confidential or if he/she does not want his/her personal data used for purposes related to the complaint. In such a case, CIB may be unable to effectively investigate that complaint.
- 向聯會申請註冊時所提交的個人資料，只會在審批有關申請或與註冊事宜相關的用途或法律允許的情況下，加以使用、披露或轉移。如果申請人所提供的資料不正確或不齊全，有關申請的處理可能會受到影響。
- 向聯會提出投訴時所提供的個人資料，只會在與投訴有關的用途(例如可能需要向被投訴人士/公司披露資料)或法律允許的情況下，加以使用、披露或轉移。如果投訴人所提供的資料不正確或不齊全，有關投訴的處理可能會受到影響。
- 投訴人如欲將身份保密或不欲將個人資料用於與投訴有關的用途，必須以書面形式致函下述地址通知本會個人資料私隱主任。然而本會或會因此未能有效地對投訴作出調查。

3) Retention 保留個人資料

Personal Data provided in lodging an application for registration or a complaint to CIB is retained for such period as may be necessary for the proper discharge of CIB's functions.

向聯會提出註冊申請或投訴時所提供的個人資料，將按照聯會妥善履行職能的需要，保留一段適當的時間。

4) Access and Correction 查閱及更正個人資料

Any person who wishes to request access to and/or correction of his/her Personal Data held by CIB, may do so in writing addressed to the Data Privacy Officer, The Hong Kong Confederation of Insurance Brokers, Room 3407, AIA Tower, 183 Electric Road, Fortress Hill, Hong Kong.

任何人士如欲查閱及/或更正存於本會的個人資料，可致函香港炮台山電氣道 183 號友邦廣場 3407 室香港保險顧問聯會個人資料私隱主任提出有關要求。