



PRIVACY POLICY

(Last updated: 25th May 2018)

PURPOSE

Community Business Limited (“**CBL**” or “the **Organisation**”) is committed to protecting the privacy of your personal data. CBL undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance (“**PDPO**”) in Hong Kong and all applicable personal data privacy laws and regulations such as the European Union’s General Data Protection Regulation (“**GDPR**”).

To ensure you are well informed of the personal data as collected, please read through this Privacy Policy (“**Policy**”).

Purpose of Collection and Guideline for Use of Personal Data

1. CBL will use personal data collected from you for the purposes for which it was collected.
2. CBL may use your personal data (including your name, job title, company name, contact details, credit card or other payment details, and other information collected in your profile such as the event(s) you participated in, the areas of focus you indicated, etc.) for one or more of the following purposes including, but not limited to, the provision of the latest updates on the programmes, research, courses, workshops, conferences, seminars and events, promotions, discounts and offers, opportunities for sponsorship, training and consulting, networking and donations, opinion sharing, and other related services or benefits provided by CBL and / or other business partners / organisations, jointly and severally.
3. CBL also intends to use your personal data for the purposes of feedback collection, surveys, membership administration, request processing (such as registration, billing, payment, donation collection, enquiry handling, etc.) and other communication and marketing purposes via postal mail, email, telephone, SMS, WhatsApp, online, etc.
4. Personal data of applicants for jobs, internships, and volunteering are processed for the purposes of recruitment and selection.
5. Personnel records of CBL employees’ personal data are processed for human resources management and employment related activities such as employment benefits, termination, and performance management.

Access to Personal Data

1. Your personal data are treated as strictly confidential and securely kept.
2. The personal data being collected via the present means, other than being utilized for the purposes above mentioned, will not be divulged, sold, traded or rented in any forms through any means to any other parties.
3. However, CBL may disclose or transfer such personal data for the above purposes to:
 - a. Any third party service provider or any other person under a duty of confidentiality to CBL including without limitation, CBL staff and other business associated organisations which have undertaken to keep such information confidential.
 - b. Any person or entity to whom CBL is under an obligation to make disclosure under the requirements of any laws or rules, regulations, codes of practice or guidelines issued by regulatory or other authorities binding on CBL or with which CBL is expected to comply.



Correction of Personal Data and Request for Cessation of Using Personal Data

1. The provision of your personal data to CBL is on a voluntary basis.
2. In accordance with the PDPO, you may request access to your personal data held by CBL. A reasonable charge may be imposed to cover the administration costs such as photocopying / printing personal data in addressing your request.
3. Apart from the exemptions provided under PDPO, you are entitled to correct your personal data held by CBL, and request us to cease to use your personal data at any time without charges.
4. If you choose not to receive any future marketing communications from CBL, please follow the unsubscribe instructions or click the “Unsubscribe” button contained in the marketing communications.
5. If you are in a European Union (EU) Member State, you have the right, subject to certain limitations or restrictions, under the GDPR to:
 - a. Request access to and rectification or erasure of your personal data;
 - b. Obtain restriction of processing or to object to processing of your personal data; and
 - c. The right to data portability.
6. Individuals in the EU also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.
7. Data access, correction or erasure requests should be addressed to CBL, through either of the following means:
 - a. Email to:
info@communitybusiness.org
Subject: Personal Data Access / Correction / Erasure
 - b. In Writing to:
Community Business Limited
21/F., Hing Lung Commercial Building
68 Bonham Strand, Sheung Wan
Hong Kong
(Attention: Personal Data Access / Correction / Erasure)

Changes to This Policy

CBL reserves the right to update, revise, modify or amend this Policy in the following manner at any time as the Organisation deems necessary, so you are strongly recommended to review this Policy frequently. If CBL decides to update, revise, modify or amend this Policy, it will post those changes to this webpage and / or other places it deems appropriate so that you would be aware of what information the Organisation collects, how the Organisation uses it, and under what circumstances, if any, the Organisation discloses it.

If CBL makes material changes to this Policy, it will notify you on this webpage, by email, or by means of a notice on the “Latest News & Resources” page of CBL’s website www.communitybusiness.org.

Enquiries

Should you have any enquiries, please contact info@communitybusiness.org or +852 2152 1889.