

## 香港社區組織協會個人資料使用守則

香港社區組織協會盡力遵守《個人資料(私隱)條例》(條例)中所列載的規定，確保儲存的個人資料準確無誤，及有妥善的儲存方法。為確保你能充分了解向本會提供個人資料的準則，請細閱本守則。

### 1. 收集資料的目的及使用準則

- A. 香港社區組織協會將依照在收集資料時所說明的目的使用該等資料。
- B. 向香港社區組織協會提供個人資料純屬自願，如你未能提供足夠個人資料，本會可能無法處理你的申請或向你提供有關服務。
- C. 香港社區組織協會可能運用您提供的個人資料(包括您的姓名和聯繫方式)，以便本會日後為您提供最新的機構資訊、進行捐款相關的跟進，以及聯絡和推廣用途。您的個人資料可能會提供給本會以外的第三方服務提供者，以處理您的資料作行政和日後推廣用途。
- D. 你亦可以隨時要求本會停止使用你的個人資料作上述推廣之用途，費用全免。

### 2. 查閱及更新個人資料及申請停止使用個人資料作推廣之用途

除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權就香港社區組織協會備存有關你的個人資料提出查閱、更改及停止使用你的個人資料作推廣之用途的要求，但已達成使用的目的後而刪除的個人資料除外。上述要求應以書面提出，詳情如下：

名稱：香港社區組織協會

地址：九龍何文田公主道 52 號三樓

電話：2713 9165

傳真：2761 3326

電郵：[soco@soco.org.hk](mailto:soco@soco.org.hk)

## **Society for Community Organization (SoCO) Guideline for the Use of Personal Data**

Society for Community Organization (SoCO) undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

### **1. Purpose of Collection and Guideline for Use of Personal Data**

- a. The Society for Community Organization will use personal data collected from data subject for the purposes for which it was collected.
- b. To provide personal data to the SoCO is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
- c. SoCO may use the personal data you provided (including your name and contact details) for the purposes of providing you with information of SoCO, donation follow up, communications & promotion activities. Your personal data may be provided to third party service provider (outside SoCO) who provides data handling for administration and marketing purposes.
- d. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes.

### **2. Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes**

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by the SoCO, and request us to cease to use your personal data for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose. To do so, you should make a written request to the following:

Name: Society for Community Organization (SoCO)

Address: 3/F, 52 Princess Margaret Road, Homantin, Kowloon.

Tel: 2713 9165

Fax: 2761 3326

Email: [soco@soco.org.hk](mailto:soco@soco.org.hk)