

## 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。具體活動及所需個人資料將在報名表中詳細列明。

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查詢，你便須向議會提供報名表上所指明的資料。否則，議會可能無法處理或考慮你的報名。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，請致函議會的助理總監 – 註冊事務(查閱要求)以提交書面請求，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓建造業議會。如你對我們的負責人及有關做法有任何查詢，請致函上述地址聯絡助理總監 – 註冊事務或電郵至 [enquiry@cic.hk](mailto:enquiry@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

你的個人資料將會被保密，並可能用於以下用途：

- a. 評估你的報名；及
- b. 方便與你的通訊；
- c. 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)；
- d. 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)；
- e. 管理進出議會處所和保安目的；
- f. 防止和應對實際或潛在的安全威脅、詐騙或非法活動；

- g. 處理投訴或查詢；
- h. 進行分析、研究和意見調查；
- i. 進行審計及合規審查，以確保遵守適用的議會政策、程序、規例及法律；
- j. 與議會活動進行相關或附帶的其他目的；及
- k. 你不時同意的任何其他目的。

### 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. 如 1.1 節所述，任何或所有議會關聯及/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）以使議會委任的獨立顧問、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；或
- c. 議會的专业顧問，包括但不限於律師、會計師和審計師。

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。

## **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 Assistant Director – Registration Services (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 Assistant Director – Registration Services at the above address or via [enquiry@cic.hk](mailto:enquiry@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/](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) Assessing your application;
- b) Facilitating communication with you; and
- c) 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);

- d) 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.);
- e) Managing access to the CIC's premises and for security purposes;
- f) Preventing and responding to actual or potential security threats, fraud or illegal activities;
- g) Handling complaints or enquiries;
- h) Performing analysis and conducting research and surveys;
- i) Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- j) Other purposes related or incidental to the conduct of the CIC's activities; and
- k) Any other purposes that you may consent to from time to time.

### 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 listed in 1.1 above;
- 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; or
- c) Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;

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.