

PRIVACY POLICY

(Last updated: April 2022)

Community Business Limited (“CBL” or the “**Organisation**”) and its subsidiaries are committed to protecting the privacy of personal data and information collected during the course of business.

We undertake 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**”).

This Privacy Policy sets out how CBL collect, use, manage and protect the personal data or information (“**Data**”) that is collected from job seekers, employees, clients, suppliers, site visitors, and other business partners. To ensure you are well informed of the personal data as collected, please read through this Privacy Policy (“**Policy**”).

COLLECTION OF PERSONAL INFORMATION AND PURPOSE

CBL will only collect personal data for a well-defined and legitimate business purpose through online or physical approach. We may use the personal information for operational, administrative, legal, and other legitimate purposes permitted by applicable law.

1. CBL may collect personal data (including individual name, job title, company name, contact details, mailing address, postal code, credit card or other payment details, and other information collected in personal profile such as the event(s) to be 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.
2. CBL may use those collected 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.
3. Personal data from applicants for job applications, internships, and volunteering are collected for the purposes of recruitment and selection.
4. Personnel records of CBL employees’ personal data are processed for human resources management and employment related activities such as employment benefits administration, termination, and performance management.
5. Individual personal data may also be provided by our engaged clients for research and/or training purpose to support and fulfil our agreed service engagement.
6. CBL may also collect certain information including your Internet Protocol, type of browser, operating system and other network information as a result of individual’s visit and use CBL website. We will also use appropriate tools to analyse the data to improve our website design and content.

TRANSFER OF PERSONAL DATA

CBL has a global presence that we may occasionally need to transfer personal data which is collected for our efficient business operations.

For efficient and effective operations of CBL, we may need to share collected personal information to third parties who help us to enable our services and product, those parties include:

- Our subsidiaries or affiliates;
- Our third-party service providers who analyse and process data on our behalf to help run some of our internal business operations including email distribution, data processing, report generation, marketing and events management;
- Our business partners for publications and website management.

This also includes third parties located in different countries around the world. These arrangements may involve your personal information being located in various countries around the world. We only make these arrangements or transfers where we are satisfied that adequate levels of protection are in place to protect information held in that country.

CBL is also obligated to disclosure to any person or entity 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.

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.

DATA STORE AND SECURITY

All personal data are treated as strictly confidential and securely kept. We maintain reasonable technical and procedural security precautions to help protect against the loss, misuse, unauthorized access, disclosure, alteration, interception, or destruction of the information you provide to us.

Only authorized personnel entered confidential agreement with CBL and received data security training can access to the collected data.

However, CBL cannot guarantee that all personal information will not become accessible to unauthorized persons at a result of a breach of security when information is transferred over the internet and/or public network.

RETENTION OF YOUR PERSONAL INFORMATION

CBL only retains your personal information for so long as is necessary to fulfil the purpose for which it was collected. We will not retain your personal information beyond the legally permitted timeframe. We will take appropriate action to delete or erase all data that is no longer required to be retained by CBL.

ACCESS TO PERSONAL DATA

As the provision of your personal data to CBL is on a voluntary basis. You may access your personal information to the extent required by law to review, update, and correct inaccuracies.

1. 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.
2. 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.

3. If you choose not to receive any future marketing communications from CBL, please follow the instructions or click the “Unsubscribe” button contained in the marketing communications.
4. 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 the processing of your personal data; and
 - c. The right to data portability.
5. 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.
6. 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
Unit 601, 6/F, Workington Tower, 78 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.