

The Hong Kong Institution of Engineers (HKIE)

Notice Relating to the Personal Data (Privacy) Ordinance (the “Ordinance”)

1. The Ordinance serves to protect the privacy of living individuals in relation to personal data. Any personal data collected and recorded, whether on computer or manually, in relation to a member or an applicant for membership of the HKIE or other individuals will be subject to regulation by the Ordinance.
2. From time to time, it is necessary for all members or applicants for membership to supply the HKIE with data in connection with his membership with HKIE or his application therefor. Failure to supply such data may result in an inability of the HKIE to maintain the membership or process the application for membership.
3. The purposes for which data relating to applicants for membership may be used are as follows:-
 - (a) processing of membership applications; and
 - (b) registration in training scheme(s) and related matter.
4. The purposes for which data relating to members may be used in addition to the purposes as stated in paragraph 3 above are as follows:-
 - (a) daily operation of the HKIE;
 - (b) maintenance of membership records;
 - (c) accreditation and related activities;
 - (d) verification of membership and discipline status by the public;
 - (e) training and continuing professional development activities;
 - (f) publication of the HKIE (e.g. journal, yearbook, diary, Christmas cards, President’s Message) and delivery of such materials;
 - (g) the delivery of other publications;
 - (h) activities relating to learned society;
 - (i) activities relating to Divisions and Committees of the HKIE;
 - (j) activities and communications (including election materials) relating to annual general meetings and other meetings of the HKIE;
 - (k) communications from representatives of the Engineering Functional Constituency of the Legislative Council;
 - (l) meeting the requirements to make disclosure under any law binding on

the HKIE;

- (m) any actions in relation to disciplinary and related proceedings;
- (n) all other incidental purposes relating to the qualifying and learned society functions of the HKIE;
- (o) announcement or publication of membership and discipline status (or any changes thereof) in any media e.g. newspapers and other publications including HKIE's journal, yearbook, diary, website etc.;
- (p) determining and collecting amounts owed to or by members;
- (q) purposes relating thereto.

5. Use of Data in Direct Marketing

The HKIE intends to use a member's data in direct marketing as follows and the HKIE requires the member's consent (which includes an indication of no objection) for such purpose:-

- (a) the data that may be used by the HKIE for direct marketing is: name, address and other contact details.
- (b) the following classes of services, products and subjects may be marketed:-
 - (i) donation and contribution to the HKIE and activities organized or supported by the HKIE (including its Divisions and Committees);
 - (ii) conferences, seminars, workshops, talks, events, trips and social functions;
 - (iii) products and services offered by third parties which the HKIE considers to be of interest to members generally.

If a member does not wish the HKIE to use his data for use in direct marketing as described above, the member may exercise his opt-out right by notifying the HKIE.

6. Data held by the HKIE will be kept confidential but the HKIE may provide such data to:-

- (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to the HKIE in connection with the operation of the HKIE;

- (b) any other institutions with Reciprocal Recognition Agreements (Note¹);
- (c) the Engineers Registration Board for the purpose of applications or renewals of Registered Professional Engineers status under the Engineers Registration Ordinance;
- (d) any other person under a duty of confidentiality to the HKIE.

Such data may be transferred to a place outside Hong Kong.

- 7. In accordance with the terms of the Ordinance, any member or applicant for membership has the right to:-
 - (a) check whether the HKIE holds data about him and access to such data;
 - (b) require the HKIE to correct any data relating to him which is inaccurate;
 - (c) to ascertain the HKIE's policies and practices in relation to data and be informed of the kind of personal data held by the HKIE.
- 8. In accordance with the terms of the Ordinance, the HKIE has the right to charge a reasonable fee for the processing of any data access request.
- 9. For access and correction of data, please address to:

The Personal Data Privacy Officer
The Hong Kong Institution of Engineers
9/F Island Beverley
No.1 Great George Street
Causeway Bay
Hong Kong

The Hong Kong Institution of Engineers
October 2013

Note ¹ Reciprocal Recognition Agreements are agreements entered by the HKIE with other institutions on the reciprocal recognition of corresponding membership. Please ask for an update list of institutions who have Reciprocal Recognition Agreements with the HKIE from the Secretariat.

You may, at any time and without charge, choose not to receive any of our future marketing communications. If you choose not to receive any marketing communication from the Hong Kong Institution of Engineers, please fill out and return the form below to us by post or by fax at 28828402 or by email at member@hkie.org.hk.

To: The Personal Data Privacy Officer
The Hong Kong Institution of Engineers
9/F, Island Beverley
No.1 Great George Street
Causeway Bay
Hong Kong

I do not wish to receive any marketing communication/message from you in future. I understand that I will not receive any communication which falls within the scope of paragraph 5.

Name : _____

Membership No. : _____

Date : _____

Note: If you wish to receive marketing communication/message from the HKIE in future, please let us know in writing by addressing to our Personal Data Privacy Officer.