# <u>Copyright</u>

Copyright © 2017 Sun Hung Kai Properties Limited. All rights reserved.

# **Disclaimer**

Tenants/Licensees who have opted for e-Statement shall have the responsibility for checking the e-Statement online regularly and make payment promptly.

If any Tenant/Licensee has any difficulties in accessing the e-Statement, please contact our technical support team for assistance by e-mailing to Imssupport@shkp.com.

The e-Statement can be in English or Chinese. If there is any inconsistency between the English version and the Chinese version, the English version shall prevail.

The receipt by the Tenant/Licensee of the e-Statement is not and shall not be construed as a condition for the Tenant/Licensee making payment of the rent/licence fee and any other payment which the Tenant/Licensee shall be obliged to make under the Tenancy/Licence Agreement.

# **Privacy Statement**

## Collection of Data

Users are asked to provide with personally-identifiable information such as name and email address. This is necessary to provide Users with various services and activities offered on this web site. Users are not obliged to supply the data, but if they do not, the services and activities will be unavailable.

Purpose and Use of Data

Information collected is used for the following:

- monitoring use of the web site to help its further development
- compiling aggregate statistics about our users to analyze site usage
- creating accounts for User who intends to register with the services offered on this web site and maintaining such accounts
- identifying and verifying identity and/or eligibility of the User who uses/used and/or applies/applied for the services offered on this web site
- communicating with User in respect of matters related to or arising from the use of the services offered on this web site
- researches and/or analysis by Sun Hung Kai Properties Limited and/or any of its subsidiaries or associated companies ("the Group")
- providing information related to the Group including the products, facilities, services and other privileges, benefits and other advantages from time to time offered by the Group or service providers to User and rallying and arranging for the same to be provided (see also Use of Information in Direct Marketing)

• evaluating and improving the facilities, services and/or products offered by the Group

Use of Information in Direct Marketing: We may use all information provided by you as a User including your name, contact details and all other information which may assist us to understand the goods and services which you might be interested in, for delivering the aforesaid information and conducting direct marketing including products, services, advice and subjects in relation to the following: Hong Kong and worldwide properties including residential, offices, commercial and industrial buildings, shops, hotels, shopping malls and the events therein, property management, construction, insurance, financial services, telecommunication, information technology, transport infrastructure operations and management, port business, transport and logistics, waste management, educational, recruitment, reward/loyalty/privilege programmes, corporate social responsibility activities, charitable and non-profitable causes. We also intend to, and in this regard you consent to, transfer and provide the abovementioned information to the subsidiary and/or associated companies of the Group and the service providers through whom the Group's products, facilities, services, privileges, benefits or advantages are provided inside and outside Hong Kong for the said purpose. We may not so use or provide the said information unless we have received your consent. Your consent may be communicated to us without charge at the time when you provide such information through our website or by writing to our Data Protection Officer.

### Transfer of Data

User's information will not generally be disclosed or transferred to any other party in a form that would identify them except those to parties relevant and reasonably necessary for the purposes stated above.

#### Access to Data

You have the right to request access to and correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap.486). Any data access request or data correction request may be made to our Data Protection Officer at dpo@shkp.com or by post at 45/F Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, Hong Kong.

Should you not wish to receive direct marketing material and/or information from the Group, you may exercise your opt-out right by notifying us in writing to the Data Protection Officer at its office situated at 45/F., Sun Hung Kai Centre, 30 Harbour Road, Hong Kong, by email to dpo@shkp.com.