



The Country Club at Hong Lok Yuen **Privacy Statement**

The Country Club at Hong Lok Yuen is firmly committed to a set of business principles and ethics that help maintain the Club's prestigious reputation. One of these principles is respect for people and privacy, and that begins with how we respect and protect the personal data we receive. To preserve the confidentiality of your personal data provided to us, we maintain the following data privacy principles:

1. We only collect personal data that we believe to be relevant and required to conduct our business.
2. We will not disclose your personal data to any 3rd party unless we have your written consent, or are required by law.
3. We aim to keep your personal data accurate and up-to-date.
4. We maintain appropriate security systems designed to prevent unauthorized access to your personal data.

康樂園鄉村俱樂部私隱聲明

康樂園鄉村俱樂部堅決以專業的商業守則及道德去維持俱樂部良好的信譽及聲望。其中一條守則是尊重會員及其私隱和如何專業處理所收到的個人資料。為了確保處理個人資料的保密性，我們會採取以下守則：

1. 我們只收集所需及有關處理本會業務的個人資料。
2. 我們絕不會向第三者透露會員的個人資料，除非獲得會員的書面通知或其他合乎法律規定之文件。
3. 我們致力維持會員資料的準確性及定期更新會員資料。
4. 我們提供一個良好的保安系統以防止他人未經授權使用會員的個人資料。



The Country Club at Hong Lok Yuen

Privacy Policy

Notice relating to the Personal Data (Privacy) Ordinance

The Country Club at Hong Lok Yuen (“the Club”) is committed to ensuring the privacy and security of the personal data it holds. We aim to meet this commitment by implementing the principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region (“the Ordinance”). This Privacy Policy Statement is intended to explain our privacy practices.

Collection of Personal Data

“Personal data” refers to any data which directly or indirectly identifies you as an individual, or is capable of doing so. We collect and use personal data that we believe is necessary to conduct our business with you. The type of personal data we collect may include, but is not limited to:

- Contact information such as your name, photo, email address, mailing address, telephone number, and fax number;
- Unique identifiers such as your HKID and passport number;
- Billing information such as your credit card number, bank account information, and billing address;
- Demographic information such as age, gender, nationality, marital status, children, preferences, education background, and employment history;

Supply of personal data to the Club is non-obligatory, but failure to do so may result in the Club being unable to process your application(s) or to provide facilities and services to you.

Use of Personal Data

Your personal data may be used for the following purposes:-

1. Providing facilities, services and support, or performing transactions related to the following operations of the Club; membership, catering, hospitality, recreation, education, events, sports, etc.
2. Conducting checks regarding eligibility for membership, facilities, credit or services;
3. For marketing, promotional and customer management purposes, such as directly sending you offers and promotions;
4. Meeting the requirement to make disclosure under the Club’s rules or bye-laws relating to the Club’s rules or bye-laws relating to the Club’s core operations and any law binding on the Club; and
5. Facilitating communications between you and the Club.

We may from time to time also use aggregate non-identifying information about our customers to better design and improve our facilities and services that we offer. This information will not identify any individual in particular.

Disclosure of Personal Data

Personal data supplied to the Club will be kept confidential. However, we may disclose such data to or such data may become accessible or known to employees, agents, service providers and consultants of the Club who provide services to assist in fulfilling the purposes for which it was collected. Other disclosure of your personal data will only be undertaken after we have obtained your prescribed consent, or as may be required by law.

Data Retention

Unless there is a specific legal requirement for us to keep the data, once you have terminated your membership, we will take all reasonably practicable steps to erase your personal data that is no longer required for the purposes for which the data was originally collected.

Commitment to Data Security

The Club is committed to protecting the security of your personal information. We use a variety of physical, technological and organizational measures to help protect your personal data from unauthorized or accidental access, processing, erasure or other use.

Access to and Correction of Personal Data

You are entitled to request access to personal data held by the Club about you and to correct such data. In accordance with the term of the Ordinance, we may charge a reasonable fee for the processing of such data access requests.

You may direct your request in writing to:

The General Manager
The Country Club at Hong Lok Yuen
8 Town Centre Crescent
Hong Lok Yuen, Tai Po,
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