

## Personal Information Collection Statement of Fongs

### Preambles

We, Fongs truly respect our client's privacy. As we are the Solicitor's firm in Hong Kong, we collect your personal data (the "Personal Data") on daily basis. We would like to handle your personal information in orderly manner with transparency and thus we have established this statement to provide you with the purpose, the potential transferee and your rights regarding your Personal Data.

### Statement of Purpose

We may collect, hold, process, transfer and use your Personal Data for any of the following purposes:

Firstly, we may collect your Personal Data for our legitimate business interests. It will include, on top of for the purpose of providing legal services to clients or prospective clients, risk management purpose, client relationship management purpose, billing collection and payment management purpose, business research and analysis purpose, financial transaction (such as insurance) purpose, the purpose of establishing, exercising or defending our legal rights, marketing purpose, processing the job application purpose, and other business purposes that are directly related matters in the conduct of our business.

We may collect your Personal Data to comply with legal and regulatory obligations including the purposes of meeting the requirements from the regulatory body, carrying out KYC and anti-money laundering, conflict check and other business onboarding searches.

Please be reminded the Personal Data will be kept confidential in principle, and will not be disclosed to any other third party, except for the purposes notified in this Statement for which your Personal Data was collected or if we are required to do so by applicable laws, regulations or professional rules of conduct.

We shall use your Personal Data for the purposes we have indicated above, however, we may reasonably use your Personal Data where there will be another purpose and such purpose is in line with the original purpose, if it is legally permitted to do so and with your consent or notice, if required by law).

If you wish to understand more about the basis upon we are using your data, please contact us as set out below.

### Voluntary Disclosure

It is completely voluntary for you to provide the Personal Data when we request your Personal Data. Please be reminded that the failure to receive the Personal Data from you may result in Fongs being unable to provide effective legal services to you.

### Possible Transferee.

We may provide your Personal Data to professional advisors (such as barristers and local counsel) and service providers (such as experts, legal representatives, foreign firms, translators) in order for them to perform services on behalf of our client. We will only transfer your personal information in these circumstances where we are satisfied that it will be subject to an appropriate level of protection and in accordance with any safeguards that may be legally required. Your personal Data may also be transferred to our third parties service providers, suppliers, business partners and sub-contractors engaged by us in connection with the operation of our business (administrative service providers, human resource providers, telecommunications providers, and IT services and software suppliers).

On occasion, Fongs may be required by law to disclose personal information to any professional body, regulator, or government body. Where necessary and with appropriate safeguards, Fongs may also need to disclose information to its professional advisors (e.g. legal and financial advisors), bankers, auditors, insurers and insurance brokers.

Your Personal Data may be transferred to persons or companies seeking references in respect of you, provided you have given your prescribed consent, business contacts of Fongs in the course of performing our legal services for you (including marketing and business development activities); and companies providing services for anti-money laundering and terrorist financing checks, credit risk reduction and other fraud and crime prevention purposes.

Some persons to whom we transfer your Personal Data may be located outside Hong Kong, in locations that may not have in place data protection laws which are

substantially similar to Hong Kong, and this may mean your Personal Data may not be protected to the same or similar level as that in Hong Kong.

Right of access and correction.

You have the right to request information regarding your Personal Data, subject to possible exemptions. You can request us to make relevant corrections regarding any Personal Data that you consider inaccurate. We may refuse a data correction request if there is any reasonable reasons. Please contact us at [info@fongslawyers.com.hk](mailto:info@fongslawyers.com.hk), if that is the case.

This statement may change from time to time. We encourage you to visit this website periodically. Please refer to Personal Data (Privacy) Ordinance (Cap. 486) and visit the official website of the Office of the Privacy Commission (<https://www.pcpd.org.hk/>) for further information regarding your rights regarding your privacy.