

U CARE HONG KONG MEDICAL LIMITED

The Personal Data (Privacy) Ordinance (“the Ordinance”) – Personal Information Collection Statement

In compliance with the Ordinance, U Care Hong Kong Medical Limited, (“the Company”) would like to inform you of the following:

- (1) From time to time, it is necessary for you to supply the Company with data in connection with the provision of medical and other related services. Failure to supply such data or provision of inaccurate or incomplete data may result in the Company being unable to provide the medical and related services to you. Data may also be collected from you in the ordinary course of the Company’s business.
- (2) Personal data relating to you may be used for the following purposes.
 - (a) processing of applications / requests and provision of medical and related services provided by the Company;
 - (b) enabling the provision of medical and other related services, services related to claim processing, investigation or analysis of such claim;
 - (c) performing statistical or other research related to the medical services provided, or data matching;
 - (d) marketing the medical and related services of the Company, subject to the terms and conditions of client contract (please see further details in paragraph 4 of this Statement);
 - (e) communicating with you, or your authorized organizations / persons;
 - (f) meeting any disclosure requirements imposed by law or court orders or pursuant to guidelines issued by regulatory or other relevant authorities with which the Company are expected to comply; and
 - (g) purposes relating thereto.
- (3) Personal data held by the Company relating to you will be kept confidential but the Company may provide such information to the following parties for the purposes set out in paragraph 2 above.
 - (a) any third party service provider who provides services to the Company in connection with the operation of its business including administrative, telecommunications, computer, payment, medical and other-related services;
 - (b) any authorized person or organization in connection with the requested medical and related services provided by the Company to you (e.g. such as the employer for your applied job, the insurance company or your appointed broker for your applied insurance products);
 - (c) any person or entity to whom the Company is under an obligation or otherwise required to make disclosure under the requirements of any law or regulations, code of practice, guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or industry bodies or associations of medical services providers binding on or applying to the Company or with which the Company is expected to comply, all of which may be within or outside Hong Kong and may be existing currently and in the future;Such information may be transferred to a place outside Hong Kong.
- (4) The Company intends to use your personal data, including your name and contact details, in direct marketing for the medical and related services of the Company. Save in the circumstances exempted in the Ordinance, the Company cannot so use your personal data without your consent (which includes an indication of no objection). **If you do not wish the Company to use your personal data in the above-mentioned direct marketing, you may exercise your opt-out right by notifying the Company’s Corporate Data Protection Officer at the address or fax number provided in paragraph (5) of this Statement.**
- (5) In accordance with the Ordinance, you have the right to check whether the Company holds personal data about you and to require the Company to provide a copy of such data (data access right) or to correct the data which is inaccurate, or to request for information regarding the Company’s privacy policies and practices and kind of data held. Such requests can be made in writing to the Company’s Corporate Data Protection Officer at the following address or fax number. According to the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.

The Corporate Data Protection Officer
U Care Hong Kong Medical Limited
11/F, E168, 166-168 Des Voeux Road Central, Hong Kong.
Fax : (852) 2523 1606

- (6) The Company keeps your personal data only for as long as is necessary for the fulfilment of the purpose for which such data is or is to be used.
- (7) Nothing in this statement shall limit the rights of customers under the Ordinance.
- (8) The Company retains the right to change this Statement.

遵照《條例》，明康醫療香港有限公司（下稱「本公司」）特此通知閣下以下事項：

- (1) 客戶在接受本公司的醫療和其他相關服務時，需要不時向本公司提供有關的資料。閣下提供的資料如不準確或不完整，可能會導致本公司未能提供醫療及其相關服務。本公司亦可能會在日常業務運作的過程中，向閣下收集資料。
- (2) 閣下的個人資料可能會用作下列用途：
 - (a) 處理有關醫療或相關服務的申請/要求，及提供有關醫療服務；
 - (b) 提供醫療或相關服務、賠償審理、調查或分析；
 - (c) 進行統計或醫療服務研究、或資料配對之用；
 - (d) 符合客戶合約規定，推廣與本公司的醫療或相關服務（詳情請參閱本聲明第(4)段）；
 - (e) 與閣下或閣下授權之機構/人士通訊；
 - (f) 符合法例或法庭頒令的資料披露規定；或根據任何預期本公司會遵從的監管或其他有關機構所發出的指引而作出披露；及
 - (g) 與上述有關的用途。
- (3) 存於本公司的個人資料將會保密，但本公司可能會向以下各方透露該等資料作本聲明第(2)段所列出的用途：
 - (a) 就本公司業務運作向本公司提供行政、電訊、電腦、付款或其他有關醫療服務的任何第三方服務供應商；
 - (b) 就本公司提供予閣下所需的醫療及相關服務而經閣下授權人士及機構（例如：你所申請的工作之僱主，你所申請的保險產品之保險公司或指定的代理人）；
 - (c) 本公司為遵守任何法律規定，或根據法律、監管、政府、稅務、執法或醫療服務提供者的行業組織或協會所作出或發出對本公司具有約束力或適用或期望其遵守的規則、規例、實務守則、指引或指導，而有義務或以其他方式被要求向其作出披露的任何人士或機構，以上不論於香港境內或境外及不論目前或將來存在的；該等資料可能被轉移至香港境外。
- (4) 本公司擬使用閣下的個人資料，包括閣下姓名和聯絡資料，用於直接促銷，除非本公司已取得閣下的同意（包括表示不反對），否則本公司並不可以如此使用閣下的個人資料，但條例所指明的豁免情況除外。**如閣下不希望本公司使用閣下的資料作上述直接促銷用途，閣下可通知本公司行使閣下的選擇權拒絕促銷。閣下可根據本聲明第(5)段所提供的聯絡方法，通知本公司的個人資料保障主任。**
- (5) 根據條例規定，閣下有權查詢本公司是否持有閣下的個人資料，要求索取該等資料的副本（查閱資料要求），或要求改正資料，或索取關於本公司的隱私政策或所持有的資料種類的要求。閣下如欲行使有關權利，請以書面經以下聯絡方法向本公司的個人資料保障主任提出。根據條例，本公司有權就辦理任何查詢資料要求收取合理費用。

香港中環德輔道中166-168號E168大廈11樓
明康醫療香港有限公司
公司資料保障主任
傳真：(852) 2523 1606

- (6) 本公司只會根據收集目的用途上，保存閣下的個人資料至合理需要的期限。
- (7) 本聲明不會限制客戶在《條例》下所享有的權利。
- (8) 本公司保留修改本聲明的權利。

（文義如有歧異，以英文本為準。）