

Personal Information Collection Statement (“PICS”) ‘Fireflies Reading’ Online Reading Scheme (“Fireflies Reading”)

This PICS is intended to explain matters relating to the collection and use of your personal data by Fireflies Reading, which was run and operated by The Academy of Chinese Studies Limited (“we”, “our” and “us”). Throughout this PICS, the meaning of the term “Personal Data” is defined in the Personal Data (Privacy) Ordinance (Cap 486) (the “Ordinance”).

1. Collection of Personal Data

Your supply of Personal Data to us is on a voluntary basis. If you fail to provide information as required, we will not be able to process your registration or provide you with relevant services or carry out activities described in the ‘Purpose of Collection’ section below.

2. Purpose of Collection

The Personal Data provided by you to us will be used for the following purposes or other purposes which are directly-related to the following purposes:

- The operations of Fireflies Reading, including setting up and maintaining your account;
- carrying out surveys, analysis and research and collating statistical information; and
- facilitating and maintaining communication (***NOT applicable to students’ emails which were submitted through participating schools***).

Notwithstanding, we will not use your Personal Data provided by you in direct marketing unless we have firstly obtained your consent (which includes not indicating an objection).

3. Disclosure of Personal Data

The Personal Data provided by you will be kept confidential but may be made available, on a need-to-know basis, to the following parties as necessary for any of the purposes stated in the ‘Purpose of Collection’ section above:

- our employees and the operating units operated by us;
- any agent, contractor or third-party service provider who provides administrative, telecommunications, computer, information technology, payment or other services to us in connection with its operation;
- any person, government, regulatory or law enforcement authority or administrative organization to whom we are required by law or the court to disclose or transfer your Personal Data; and
- any person under a duty of confidentiality to us, including our accountants, legal advisers or other professional advisers.

4. Access to and Correction of Personal Data

You are entitled to request access to the Personal Data held by us about you and to correct and erase such data in accordance with the provision of the Ordinance. Such request should be made to Data Protection Officer by sending an email to dpo@ourhkfoundation.org.hk or writing to the following address:-

Data Protection Officer
The OHKF Group
(Confidential)
19/F Nan Fung Tower,
88 Connaught Road Central, Hong Kong

In accordance with the Ordinance, we have the right to charge a reasonable fee for the processing of any data access request.

This Personal Information Collection Statement has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

(OHKF Group means Our Hong Kong Foundation Limited and its member incorporations of which Our Hong Kong Foundation Limited is a member, including but not limited to The Academy of Chinese Studies Limited.)

「篇篇流螢」網上閱讀平台 收集個人資料聲明

本《收集個人資料聲明》旨在闡明有關由中國文化研究院有限公司(「我們」及「我們的」)管理和運作的「篇篇流螢」網上閱讀平台收集和使用閣下個人資料之事宜。於本聲明中,「個人資料」一詞是指《個人資料(私隱)條例》(第486章)(該「條例」)的定義。

1. 個人資料的收集

閣下向我們提供個人資料屬自願性質。若閣下未能提供所需的個人資料,將使我們無法處理閣下的登記或向閣下提供相關服務或進行「收集資料目的」項下的活動。

2. 收集資料目的

閣下所提供的個人資料將用作以下用途或任何直接相關的目的:

- 使用「篇篇流螢」網上閱讀平台,包括開立和管理閣下的帳戶;
- 進行調查、分析及研究並蒐集統計資料;及
- 促進和維持聯絡(不適用於透過參與學校提交的學生電郵資料)。

儘管如此,除非我們事先得到閣下同意(包括閣下的「表示不反對」),否則不會使用閣下的個人資料於直接促銷用途上。

3. 個人資料的披露

閣下所提供的個人資料將嚴格保密。惟我們將因應上文「收集資料目的」提及的任何用途的需要,按照「需要知道」的原則向下列人士提供閣下的個人資料:

- 我們的僱員及由我們經營的營運部門;
- 就我們的運作向我們提供行政、電訊、電腦、資訊科技、支付或其他服務的任何代理、承辦商或第三方服務供應商;
- 因應法例規定或法庭的命令,向任何人士、政府、監管或執法機關或行政機構披露或轉移閣下的個人資料;及
- 任何對我們有保密責任的人士,包括我們的核數師、法律顧問或其他專業顧問。

4. 查閱及更正個人資料

根據條例,閣下有權要求查閱我們所保存有關閣下的個人資料,以及要求更正和刪除此等資料。此等要求可發送電郵至 dpo@ourhkfoundation.org.hk 或致函以下地址與我們的資料保障主任連絡:-

香港中環干諾道中 88 號
南豐大廈 19 樓
團結香港基金團體
資料保障主任
(保密)

根據條例,我們處理此等要求時可收取合理的費用。

此中文版本《收集個人資料聲明》為英文版本譯本,如中、英文兩個版本有任何抵觸或不相符之處,應以英文版本為準。

(「團結香港基金團體」指團結香港基金有限公司及其作為成員的法團組織,包括但不限於中國文化研究院有限公司。)