

# PRIVACY POLICY STATEMENT

It is the policy of The Lok Sin Tong Benevolent Society, Kowloon (LST) to safeguard all information provided by Supplier/Contractor/Vendor. We do not collect any personally identifying information ("Personal Data") from Supplier/Contractor/Vendor during their browsing of our websites; and if Personal Data is collected in the process of making enquires or submitting applications for goods or services provided by the Supplier/Contractor/Vendor will be informed via the respective Information Collection Statements of our websites of such purposes and uses, including the extent of their transfer and disclosure; and the right of access to and correction of the collected Personal Data. 'Cookie' files that have been set up in some websites are meant only to facilitate Supplier/Contractor/Vendor access during their next visit to the same website.

Once we have obtained Supplier/Contractor/Vendor's Personal Data, they will be maintained securely on our system. Only the authorised staff, who have been properly trained, will be permitted to access such Personal Data, and we shall not release such Personal Data to any external parties without

Supplier/Contractor/Vendor's agreement.

We shall make our best endeavours to ensure that the privacy of Supplier/Contractor/Vendor is properly protected. Should you have any queries about our privacy policy and practice, please e-mail at [e\\_procurement@loksintong.org](mailto:e_procurement@loksintong.org).

## PERSONAL INFORMATION COLLECTION STATEMENT

The information collected from Supplier/Contractor/Vendor will be used for the purpose of processing your enquiry or services applications. Your information will not be disclosed by us to any other party in a form that would identify you. You have the right to request access to and correction of information about you held by us. In case you wish to access or correct your personal data held by us, please email at [e\\_procurement@loksintong.org](mailto:e_procurement@loksintong.org).