

## Hong Kong Veterans Commemorative Association Privacy Policy

***“We Take Your Privacy and Trust Seriously”***

**(effective: April 2014)**

We encourage you to read our *Hong Kong Veterans Commemorative Association Privacy Policy* (“**Privacy Policy**”) carefully so that you can understand how we collect, use and disclose the personal information that you provide to us. Don’t have time? Here, in a nutshell, is how Hong Kong Veterans Commemorative Association (“**HKVCA**”) maintains your trust:

*Unless you have otherwise authorized us to do so, we will never share any personal information that you give us with outside parties, whether it be through membership sign-up, or by filling out information forms on our websites, or in any other interaction you have with us. Moreover, nobody from HKVCA will ever contact you by telephone, asking for your financial information.*

By accessing this Website you accept all the terms and conditions of this Privacy Policy. In particular, by submitting your personal data to us, you will be deemed to have given your permission for use and disclosures referred to herein. In doing so, we want to assure you that HKVCA respects the privacy of everyone who has shared information with us, either through visits to our Website or through membership sign-up.

If you do not agree with the terms and conditions of this Privacy Policy, you must immediately cease using and accessing this Website and any content, services or products contained in or available from this Website for which you need to provide personal information.

**What does the Privacy Policy cover?**

This Privacy Policy covers our use and disclosure of your personal information, which is collected through or in connection with this Website. For the purposes of this Privacy Policy, "this Website" means all the web pages related to the *www.hkvca.ca* site and subsites excluding any links to third party sites.

### **Who is responsible for the personal information collected on this Website?**

HKVCA, whose registered office is in Ottawa, Ontario, controls the personal data collected on this Website.

### **Information collection and use**

We collect and use personal information (including name, address, telephone number and email address) in order to:

- process your application for membership or membership renewal
- respond to queries or requests submitted by you;
- process donations submitted by you; and
- administer or otherwise carry out our obligations in relation to any agreement you have with us.

As part of the information offered to you through our Website, the information you provide to us may be transferred to countries outside of Canada. By way of example, this may happen if any of our servers are from time to time located in a country outside of Canada or one of our service providers is located in a country outside of Canada.

These countries may not have similar data protection laws to Canada.

If we transfer your information outside of Canada in this way, we will take steps to ensure that your privacy rights continue to be protected.

In addition, if you use our services while you are outside Canada, your information may be transferred outside Canada in order to provide you with those services.

We may use third parties for the fulfilment of our obligations hereunder.

However, except as set out in this Privacy Policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required

to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users/customers, etc.

### **Providing you with additional information and sharing your information**

From time to time we would like to use your personal information for purposes other than as set out in the above section.

We believe that these additional uses will be of benefit to you. However, we understand that you may not wish us to use your information in this way.

We will not use your information for the purposes set out below if you have indicated that you do not wish us to use your information in this way when submitting the information.

Additionally, if at any time you wish us to stop using your information for any or all of the below purposes, please let us know (see contact information below).

We will take the necessary steps to stop the use of your information for such purposes with immediate effect.

In such case we will, however, continue to use your personal data for the purposes set out in the above section for as long as necessary to achieve such purposes.

From time to time we will use the information you supply to us for:

- informing you about our fundraising efforts and other activities, which may include contacting you by telephone; and
- giving the information to HKVCA region offices to enable them to send you information which may be of interest to you.

### **Collection of non-personal information**

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our Website. We may also aggregate details which you have submitted to the Website (for example, your age

and the town where you live). You cannot be identified from this information and it is only used to assist us in providing an effective service on this Website.

We may from time to time supply third parties with this non-personal or aggregated data for uses in connection with this Website.

### **The use of cookies**

We may store some information (commonly known as a "cookie") on your computer when you look at our Website. We are able to read these cookies for information purposes when you revisit our Website.

The type of information we collect as a result of a cookie being accepted by you is specific to your PC and includes the IP address, the date and time the PC visited the Website, what parts of our Website were looked at and whether the webpages requested were delivered successfully. This information is anonymous; it represents a computer rather than a person.

We use the cookie information to improve our knowledge of the use of our Website and to enable us to be able to ascertain whether the Website is operating at an optimal level. This allows us to enhance our web offerings to you and to provide an enjoyable and an innovative online experience.

You can erase or block this information by changing the settings on your computer (please refer to your help screens or manuals). If you do erase or block this information you may not be able to utilize some features of the Website.

### **Chat rooms, notice boards, newsgroups**

If at any time this Website offers any chat rooms, notice board facilities, newsgroups, etc. we may collect the information that you disclose. Such information will be used in accordance with this Privacy Policy. Please note that we cannot be responsible for other parties' use of the personal information, which you make available to such third parties through any chat room, notice board, newsgroup, etc. on this Website.

Please be careful about what personal information you disclose in this way.

### **E-mail, Feedback and Forum Facilities**

If at any time this Website offers any e-mail, feedback or forum facilities, we may collect the information, which you disclose. Such information will be used in accordance with this Privacy Policy.

### **Keeping our records accurate**

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied us with, please contact us as set out below.

### **Security of your personal data**

We have implemented technology and policies with the objective of protecting your privacy from unauthorized access and improper use and will update these measures as new technology becomes available, as appropriate.

### **Use of your personal information submitted to other websites**

We cannot be responsible for the privacy policies and practices of other websites even if:

- you accessed the third party website using links from our Website; or
- you linked to our Website from a third party website.

We recommend that you check the policy of each site you visit and contact the owner or operator of such website if you have any concerns or questions.

### **Will this Privacy Policy change?**

From time to time we may make changes to this Privacy Policy. If we make any substantial changes to this Privacy Policy and the way in which we use your personal data we will post these changes on this page and will do our best to notify you of any significant changes. Please check our Privacy Policy on a regular basis.

### **How you can contact us**

If you would like to contact HKVCA about our Privacy Policy, you can do so by e-mailing us at [secretary@hkvca.ca](mailto:secretary@hkvca.ca) or send postal mail to:

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