T.S. TONG & CO., SOLICITORS
唐天燊律師行

Personal Information Collection Statement

1. It is often necessary for individual clients or (where clients are businesses, incorporated or otherwise) their individual representatives (including but not limited to directors, other officers, employees, and staff members of client businesses) (in this statement, these individual representatives will, for the sake of brevity, also be referred to generally as "client(s)") to supply T S Tong & Co ("our Firm") with data about themselves in connection with our Firm's provision of legal advice and services to those clients. These data may include copies, and other details, of identity documents, proof of address, other contact details, proof of authority to instruct our Firm, and other information relevant to the legal services provided.

2. Additionally, our Firm may collect personal data from other relevant individuals, including witnesses referred to us by clients and other persons having dealings with our Firm in connection with the legal services being provided. These data may include contact details, identity information, and other relevant information necessary for the purposes outlined in this statement.

3. Failure to supply such data may result in our Firm being unable to provide clients with the legal services, or generally to give clients the legal advice, requested.

4. It is also the case that our Firm collects data from clients and other relevant individuals in the ordinary course of the client-solicitor or related professional relationship on an ongoing basis. The collection of data may also include audio recordings of conferences with clients or other relevant individuals.

5. The purposes for which personal data relating to clients or other relevant individuals may be used are as follows:

   Obligatory purposes
   If a client or other relevant individual does not want our Firm to use their personal data for any of the purposes listed in paragraphs 5.1 to 5.6 below (inclusive), our Firm will not be able to provide the legal services, or give the legal advice, requested. All kinds of personal data about a client or other relevant individual will be used for:

   5.1 the provision of legal advice and services in accordance with the instructions of the client and as our Firm may otherwise deem appropriate or necessary;
   5.2 designing legal services or related products for clients' use;
   5.3 collection of outstanding fees payable by clients;
   5.4 meeting the requirements to conduct identification and verification and to make disclosure under the requirements of any law, guideline, code of practice, or practice direction binding on, or applicable to, our Firm or any of its branches or associated firms or offices including, but not limited to, any such law, guideline, code, or practice direction relating to anti-money laundering and anti-terrorism;
   5.5 purposes specifically provided for in any particular service offered by our Firm; and/or
   5.6 purposes directly related to any of the above.

6. Data held by our Firm relating to clients or other relevant individuals will generally be kept confidential but our Firm may provide such information for the above purposes to:

   6.1 any other branch or associated firm or office of our Firm;
   6.2 a government agency such as the Courts, Hong Kong Police Force, Hong Kong Customs and Excise Department, Hong Kong Immigration Department, Correctional Services Department, Independent Commission Against Corruption, Official Receiver's Office, Official Solicitor's Office, Social Welfare Department, Hospital Authority, Companies Registry, Land Registry, and/or other government departments or agencies. If our Firm knows or suspects that any person is engaged in drug trafficking, terrorism, or any other serious crime, or handling the proceeds of crime, or that any property constitutes terrorist property. In this case, the obligation to report to the authorities may override our Firm's confidentiality obligations;
   6.3 healthcare service providers related to services provided to clients or other relevant individuals, such as hospitals, clinics, nursing homes, or elderly homes, as applicable;
   6.4 any other legal practitioners (including, without limitation, solicitors, barristers, and foreign lawyers), doctors, accountants, other financial or professional advisors, building surveyors, valuation surveyors, loss adjustors, general surveying companies, or other professional advisors involved in the legal services or advice provided; representing the client in connection with those legal services and advice being provided to the client by our Firm;
   6.5 to the extent our Firm, in its absolute discretion, considers prudent, other solicitors, barristers, doctors, accountants, other financial or professional advisors, building surveyors, valuation surveyors, loss adjustors, general surveying companies, or other professional advisors involved in the legal services or advice provided, other legal practitioners, and other professionals representing other persons involved in matters or dealings in respect of which the client has requested our Firm's legal services and advice;
   6.6 any financial institution, business, or professional firm with which the client or other relevant individual has or proposes to have dealings related to the legal services or advice being provided by our Firm;
   6.7 any actual or proposed assignee of our Firm or transferee of our Firm's rights in respect of the client or any firm of solicitors or other law firm which takes over, or is negotiating the take-over of, the business of our Firm or into which our Firm is merged;
   6.8 if a client is ever in default of payment of legal fees to our Firm or otherwise, professional and legal debt collection agencies; and/or
   6.9 third-party service providers which provide administrative, technology, marketing, or other services to our Firm in relation to its business operations.

   Our Firm will not transfer data relating to a client or other relevant individual to a third person for that person's marketing activities.

Personal Information Collection Statement

7. Our Firm will retain personal data of clients and other relevant individuals only for so long as is necessary to fulfil the purpose for which they were collected. After that time, their personal data will be erased.

8. Under and in accordance with the terms of the Personal Data (Privacy) Ordinance (Cap.486)("PDPO") and guidelines issued pursuant thereto, any individual may:

   8.1 check whether our Firm holds data about him/her and may request access to such data;
   8.2 request our Firm to correct any data relating to him/her which are inaccurate;
   8.3 request our Firm to specify its policies and practices in relation to data and to be informed of the kind of personal data held by our Firm;
   8.4 request our Firm to cease using his/her personal data for its marketing purposes.

9. In accordance with the terms of the PDPO, our Firm has the right to charge a reasonable fee for the processing of any data access request.

10. Requests:

   10.1 for access to data or correction of data;
   10.2 for information regarding policies and practices, and kinds of data held, are to be addressed in writing to:

   Mr Danny Tam
   Partner, T S Tong & Co
   28th Floor, Tesbury Centre, 28 Queen's Road East, Hong Kong
   Email: dannytam@tstong.com.hk

Nothing in this Statement shall limit the rights of clients or other relevant individuals under the PDPO.