

PRIVACY POLICY STATEMENT

THIS PRIVACY POLICY STATEMENT SHOULD BE READ TOGETHER WITH “THE TERMS”.

HKPC AND THE GOVERNMENT ARE COMMITTED TO ENSURING THAT ALL PERSONAL DATA SUBMITTED THROUGH THE **TVP EPROQ SYSTEM** ARE HANDLED IN ACCORDANCE WITH THE RELEVANT PROVISIONS OF THE PERSONAL DATA (PRIVACY) ORDINANCE (CAP. 486) (“ORDINANCE”).

Your Obligations

You confirm and agree that you will fully comply with the Ordinance and/or any other applicable data protection laws in respect of any personal data provided by you to us.

Data Collection

We may collect and use your personal information:

- When you use the System / the **TVP ePROQ System** to register an account, manage or administer the Registered Account, submit information or materials such as the Tender Submissions, or to change your personal information;
- When you make enquiry or provide information by telephone or in documents;
- When you login or come to the System / the **TVP ePROQ System** to submit or amend any information or materials;
- When legally required to do so.

The personal data (if any) provided in your use of the System / the **TVP ePROQ System** will be used by, as the case may be, the Applicant or the Registered Supplier for the purposes of the Tender, Tender Submissions and the later vetting and implementation of project(s) (if applicable) under the TVP only.

Without prejudice to the foregoing, the Secretariat, the Government and their respective authorised agents may also make use of the information or materials (which may contain personal data) provided by you through the System / the **TVP ePROQ System** for activities relating to:

- Maintenance of the System / the **TVP ePROQ System**;
- Processing, assessing, evaluating or communicating with you with regard to any Tender Submissions submitted by you or any Procurement Documents;
- Processing, vetting and authentication of applications for funding support, payment of Government funding under the TVP and any refund thereof;
- Storage of data (both within and outside Hong Kong);
- Communication with third party service providers in relation to the System / the **TVP ePROQ System**, application of the TVP and administering the funds;
- Statistics, research and reports; and
- Obtaining feedback, survey, or related purposes.

Disclosure

If necessary, the Secretariat will contact other Government departments and relevant parties to verify the data provided in the applications with those held by them for the purposes mentioned in the preceding paragraph. If we are required to do so by law or we believe that such action is necessary:

- To ensure that all information, communication or material submitted to the Secretariat through the System / the **TVP ePROQ System** is true, accurate and complete;
- To protect our rights and properties in relation to the System / the **TVP ePROQ System** and other users of the System / the **TVP ePROQ System**;

- To comply with legal requirements or process such as a search warrant, subpoena or court order;
- To protect against misuse or unauthorised use of the System / the TVP ePROQ System; or
- During emergencies, such as when somebody's safety is at risk.

Security

- Where appropriate, we use available technology to protect the security of communications made through the System / the TVP ePROQ System. However, we do not accept liability for the security, authenticity, integrity or confidentiality of any transactions and other communications made through the System / the TVP ePROQ System. If you discover any of your personal data being disclosed to a third party, please contact us immediately.
- Internet communications may be susceptible to interference or interception by third parties. Despite our best efforts, we make no warranties that the System / the TVP ePROQ System is free of infection by computer viruses or other unauthorised software.
- You should take appropriate steps to keep your information, software and equipment secure. This includes clearing your Internet browser cookies and cache before and after using any services on System / the TVP ePROQ System, and keeping your passwords confidential.
- You should avoid saving your password in the computer hard disk, and you must close the browser window immediately after you have logged out, in order to prevent others from accessing your personal information.

Assessing to and Changing Your Personal Information

You have the right to access, correct or update your personal data and information in the System / the TVP ePROQ System. In response, we may ask you to provide details for verification purpose.

Enquiries

If you have any questions about this privacy policy, please contact us by email (tvp-eproq@e-tendering.com).

This privacy policy statement is subject to change. Any change will be posted on the System / the TVP ePROQ System without prior notice. Your continued access to, browsing and usage of this System / the TVP ePROQ System will constitute an acceptance of such changes.