

## **Artyzen Club Data Privacy Policy**

This data privacy policy states Artyzen Club's position and practice relating to the collection and handling of personal data. Artyzen Club is committed to protecting all personal data provided to it. Artyzen Club will collect your personal data under various situations. Artyzen Club will ensure that the collection of data will be conducted and the data collected will be used in due accordance and in full compliance with the requirements of the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong.

### **Collection of Personal Data**

You may be invited to provide to Artyzen Club your personal data when you apply for membership, or on Artyzen Club's website(s) or mobile application(s), or through other media, on a voluntary basis for different purposes at different times.

Artyzen Club will ensure that you will be clearly informed of the purpose(s) of collection, the usage and when and if there will be transfer of such data. You will be reminded in clear terms that they have the right to decline such collection of personal data and the corresponding implications, if any. Artyzen Club may be unable to follow up and/or provide you with the requested services under certain circumstances if you fail to provide the required information.

Where you use Artyzen Club's website(s) or mobile application(s) as a link to other websites, You are reminded that once the link is established you are no longer with Artyzen Club's website. Artyzen Club has no control over these other websites and therefore Artyzen Club hereby expressly disclaims all liability for adverse consequences that may arise where you should disclose their personal data to these websites.

### **Accuracy and Retention**

Although Artyzen Club will use its best endeavour to check, in so far as circumstances allow, that all data collected are accurate; you should ensure and should provide Artyzen Club with data that are true, update, accurate and complete regard being had to the purpose(s) for which the personal data are collected.

Artyzen Club will not retain your personal data for period longer than that where Artyzen Club will require such data for use or as required by applicable law.

Your data may be processed, kept, transferred or disclosed in and to any country as Artyzen Club or any person who has obtained such data from Artyzen Club considers appropriate. Such data may also be processed, kept, transferred or disclosed in accordance with the local practice and laws, rules and regulations (including any government acts and orders) in such country.

### **Use of Personal Data**

The personal data collected may be used for the following purposes or any purposes directly related to them:

- conducting checks regarding eligibility of membership, facilities or services;
- verifying your identity in connection with any of the services or goods that may be supplied to you;
- providing facilities, services, and support, or performing transactions related to the following operations of Artyzen Club:
  - Artyzen Club’s operations of traveling and membership
  - Clubhouses, catering, hospitality and entertainment
- charitable or non-profit making purposes and events including art, communities services, conservation, culture, education, environmental protection, healthcare, music, recreation, and sports (“Charitable or Non-profit Making Events”);
- reservation and/or use Artyzen Club’s facilities or services by you;
- following-up with you regarding suggestions/enquiries/complaints;
- facilitating communication between you and Artyzen Club;
- for marketing, promotional and customer management purposes, such as sending you offers and promotions (please see further details in “Direct Marketing” below)
- business planning and improving goods and/or services for supply to you by Artyzen Club, its affiliate/associate companies, agents, contractors, suppliers and business partners;
- processing of any benefits in connection with the supply of goods and services to you;
- analyzing, verifying and/or checking of your credit, payment and/or status in relation to supply of goods and services of Artyzen Club and/or its affiliate/associate companies to you;
- processing of any payment instructions, direct debit facilities and/or credit facilities in relation to supply of goods and services of Artyzen Club and/or its affiliate/associate companies to you, or requested by you;

- enabling Artyzen Club to comply with any obligations to interconnect, with other industry practices, or with obligations to third parties or government agencies in relation to the supply of goods and services of Artyzen Club and/or its affiliate/associate companies to you;
- prevention or detection of crime;
- meeting the requirements to make disclosure under Artyzen Club's Bye-laws and Rules relating to Artyzen Club's operations;
- disclosure as permitted or required by law; and
- any other purposes as may be agreed to between you and Artyzen Club, including the purposes set out in any application or terms and conditions for the supply of specific goods and services from time to time.

### **Direct Marketing**

Artyzen Club intends to use your name, contact information and demographic information for direct marketing carried out by Artyzen Club or its affiliate/associated companies, agents, contractors, suppliers and business partners, and for such purposes your aforesaid personal data may be provided to Artyzen Club's aforesaid affiliate/associated companies, agents, contractors, suppliers and business partners. The aforesaid direct marketing include marketing or promotion of the following classes of facilities, services, support, and related events and activities offered or arranged by Artyzen Club or its affiliate/associated companies, agents, contractors, suppliers and business partners:

- traveling, concierge service and membership
- clubhouses, catering, hospitality and entertainment
- affinity cards, smart or store value cards issued by or co-branded with Artyzen Club
- Charitable or Non-profit Making Events including art, communities services, conservation, culture, education, environmental protection, healthcare, music, recreation, and sports

you may opt-out free-of-charge by contacting Artyzen Club's Data Privacy Compliance Officer if you no longer wish any of their personal data to be used in any of the aforesaid direct marketing purposes.

### **Data Security**

Artyzen Club will take reasonable steps and measures to protect your personal data against unauthorized access, processing or erasure. Access to the personal data collected without

appropriate authorization is strictly prohibited. Authorizations are granted only on a “need to know” basis that is commensurate with the staff’s responsibilities and their training.

### **Transfer of Personal Data**

Personal data collected may be transferred under anyone or more than one of the following circumstances: -

- (a). Where Artyzen Club is acting in compliance of law, a court order and/or as requested by law enforcement agencies.
- (b). Where the transfer is rendered necessary for purpose of processing payment where you paid for Artyzen Club’s services by the use of credit card or autopay,
- (c). To Artyzen Club’s group, affiliate/associate companies and third parties (including where applicable overseas) for use in business promotion related purposes.

During the processes of data collection, Artyzen Club will request you to clearly indicate their consent regarding the transfer under point (c). If you have opted out his/her consent at the time the data were collected, point (c) above will not occur.

### **Changes to this Data Privacy Policy**

Artyzen Club will post on its website at [www.artyzencub.com](http://www.artyzencub.com) any change to this Data Privacy Policy.

### **Access and Correction of Personal Data**

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong, people who provided Artyzen Club with their personal data are entitled to check with Artyzen Club as to whether their personal data had been held and request access to such data and to request access to and correction of their data held by the Club. Artyzen Club reserves the right to verify your identity and may refuse the request if your identity is in issue. Artyzen Club will handle any such access requests promptly and a reply will be given in not more than 30 days counting from the date of receipt of the request.

If you wish to access to or correct your data, please contact the Club's data protection officer at Unit 401A 4/F of Shun Tak Centre, 168-200 Connaught Road Central, Sheung Wan, Hong Kong.

Except as provided in the next paragraph and subject to Artyzen Club's revision at any time and from time to time without prior notice, an administration fee will be charged for each data access request.

The charges stated in the previous paragraph shall not apply, however, where you either request access to their personal data or for correction of the same relating to personal data.

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