

# 私隱政策聲明及免責聲明

## 私隱政策聲明及免責聲明

除另行說明外，本「聲明」適用於陸續出版有限公司（簡稱「陸續出版」）。文中「我們」（視乎情況而定）指有關上述公司，即陸續出版。

請注意，本聲明事前毋須另行通知即可不時修訂，閣下應定期查閱最新版本。本聲明的英文及中文版本如有不符或互相抵觸，一概以英文版本為準。

## 私隱政策

### 政策聲明

我們承諾並且全力執行及遵守保障資料原則，以及《個人資料（私隱）條例》的各項有關規定。為履行此承諾，我們會確保屬下職員依從保安及保密方面最嚴格的規定。我們未取得閣下的同意前，不會向第三方提供您的個人資料作直接促銷或其他不相關的用途。

### 定義

就本政策而言，以下詞彙具備以下意義：

混合資料：指有關客人組別或類別的資料，而這些資料沒有識別，及不能合理地用來識別獨立客人。

匿名資料：指沒有直接或間接識別，及不能合理地用來識別獨立客人的資料。

資料控制員：指負責個人資料的一方，而這些資料是在本網站及應用程式中的此政策範圍內收集得來及使用的。

個人資料：指識別（不論直接地或間接地）某個別人士的資料，例如該人的姓名、郵寄地址、電郵地址及電話號碼。當匿名資料直接或間接與個人資料相連，相應資料將被視為個人資料。

### 閣下的同意

除非我們已取得閣下的同意或不反對通知，我們不會收集或使用您的個人資料。

- 閣下可以透過本網站上的訂閱表格，向我們提供您的個人資料，表明您的同意；或隨時並免費地按照營銷資訊中的相關指示，要求停止收取營銷資訊。
- 透過提供資料給我們，閣下同意符合此政策描述的方式的個人資料使用及分享。
- 如閣下拒絕提供這些資料，可能令我們無法辦理閣下提交的任何申請或要求，又或使閣下無法存取本網站中的某些內容，又或導致閣下無法完成原擬在本網站辦理的事宜。
- 如閣下尚未年滿 18 歲，必須獲得家長或監護人同意，方可向我們提交任何個人資料。

## 個人資料的收集

我們會收集兩大類資料——個人資料及匿名資料，而我們可能會使用這些個人資料及匿名資料，創建第三類資料，即混合資料。例如，我們會收集：

- 查詢紀錄：當中包括含有來自閣下、有關查詢的資料的紀錄（例如你的姓名、居住國家、性別、出生日期、電郵地址、帳號及密碼）；
- 閣下於索取資料、聯絡顧客服務或購買我們的產品或服務時提供的交易資料：例如閣下的郵寄地址、電話號碼及付款資料；
- 閣下在我們公開給公眾留言的平臺做出的留言；
- 傳媒查詢紀錄：當中包括傳媒機構名稱及聯絡資料；
- 職位申請紀錄：當中包括應徵者的個人資料及履歷；
- 網站伺服器上已收集的訂閱紀錄：當中包括為訂閱通訊而收集的姓名、電郵地址及聯絡資料；
- 在我們的訊息、聊天室、貼文或具有相似用途的工具，通過一對一形式或在限定群組內傳送的資料；而適用法律准許我們收集這些資料；
- 活動邀請紀錄：當中包括姓名、公司名稱、職位及聯絡資料；
- 從第三方（例如網站或平台提供者）取得、有關在第三方平台或設備使用本應用程式的資料；
- 地點資料：當中包括因電話或其他設備與我們其中一個網站或應用程式交流（包括通過信標技術）而提供的地點資料，或與閣下 IP 地址相連的地點資料；而適用法律准許我們處理這些資料；及
- 閣下瀏覽我們的網站、於第三方網站或平台使用我們的應用程式，或開啟我們傳送的電郵時的使用、查閱及技術數據、以及設備資料：當中包括您的瀏覽器或設備類型、唯一識別碼及 IP 地址。

## 個人資料的使用

我們作為閣下的資料控制員，將負責並可能使用您的資料作於此政策內列明的用途。當其他實體代表資料控制員[以資料控制員的身分]提供服務時，他們可以查閱您的資料。除非適用法律禁止，他們可以代表資料控制者（並以資料控制員的身分）使用您的資料，供列於「與其他實體分享你的資料」內的用途之用。在符合適用法律及您適用的選擇及控制下，我們可能會使用從你該處或與你關連的設備收集的資料，作以下用途：

- 向閣下提供您要求、查看、接觸或購買的體驗，產品及服務；
- 就閣下與我們的往來或交易作出通訊，以及傳送與本網站及應用程式的特徵，或我們政策的轉變相關的資料給您，或要求您給予相應反饋；
- 促銷我們的活動及服務，以及第三方的活動、產品及服務；
- 個人化內容及體驗；
- 按照閣下於本網站及應用程式，以及於第三方網站及應用程式的活動，向您提供針對性的廣告宣傳，透過包括運用客人問卷調查及分析工具的方法，管理、了解、優化、發展或改進我們的網站、應用程式、產品、服務及運作；及
- 偵測、調查及阻止可能違反我們的政策或違法的活動。

## 與其他實體分享閣下的資料

除以下限定的情況外，我們不會與第三方分享關於閣下的個人資料：

- 當您容許我們向第三方分享您的個人資料；
- 當我們與另一公司分享您的個人資料，該公司接受的資料將由該公司控制，並受該公司的私隱政策管轄；
- 當第三方代表我們提供服務，例如包裹送遞、營銷及推廣，以及顧客服務；不過，該第三方會被禁止將您的個人資料作我們要求及法律所需以外的用途；及
- 當我們向與我們活動相連的第三方分享您的資料，以執行我們的使用條款或規則、確保我們的客人及第三方的安全及保安、保障我們的權利及財產，以及我們的客人及第三方的權利及財產，或遵守法律程序；或於我們真誠地相信法律要求披露該等資料的其他情況下。

## 關於使用 cookies

當閣下到訪本網站，您同意我們可能會以多種分析及追蹤工具及方法（包括儲存及存取您設備裡的 cookies 檔案）（「工具」），收集網站使用數據，以及改善您的用家體驗。

Cookies 檔案及其他某些追蹤工具為儲存於你電腦裡的細小檔案，源自您曾瀏覽的網站或您曾開啟的電郵，與／或曾下載的應用程式。它們被廣泛使用，以維持網站正常運作，以及向網站提供商業及營銷資訊。

我們於本網站使用工具以追蹤訪客喜好。這些工具容許網站記取能為網站表現及外觀帶來改變的資料，例如您的偏好語言。這些工具亦能幫助您改變字體大小、字形及可個人化的網站中的其他部分。閣下可以在您的設備容許下，拒絕接受任何工具（例如透過改變瀏覽器設定，拒絕 cookies 檔案）；但你若選擇不接受，本網站的某些部分可能無法正常運作。

## 到訪本網站的訪客統計數字

當閣下瀏覽本網站時，我們會記錄到訪的人次。網站伺服器亦會記錄您的到訪資料，包括您的 IP 地址（包括域名）、瀏覽器類別及設置、語言設定、地理位置、操作系統、早前瀏覽過的網頁，以及相關瀏覽時間及網頁（訪客資料）。我們使用這些訪客資料來維持或改進本網站，例如決定最佳螢幕解析度、得知最多人瀏覽的網頁。我們只會將這些資料作網頁改進及優化的用途。我們不會，並且無意使用訪客資料作私人識別身份的用途。

## 外判安排

我們的電郵推廣系統是由一個第三方服務供應商開發及維修的。除非該第三方服務供應商在我們的職員監督下進行故障檢修，他們不能存取該系統內的個人資料。

本網站是由內部職員及一個本地第三方服務供應商開發及維修的。

我們的所有服務供應商均受合約約束，須將接觸到的任何資料保密，以保障資料免受未經准許的查閱、使用及保留。

## 保障措施

閣下向我們提供的個人資料將妥為存置於網站內，只有獲授權人士方可查閱。我們會採取適當步驟，以保障所持有的個人資料免受喪失、未經准許的查閱、使用、修改或披露。

## 資料保存

我們維持及執行載有個人資料的紀錄的保留政策，以確保個人資料的保存時間不會超過將其保存以貫徹該資料被使用於或會被使用於的目的而所需的時間。根據常行指示及行政手冊內的政策，我們所收集及持有的各類個人資料是有不同的保留時間。

## 第三方網站的私隱政策

此網站內含可聯繫到第三方營運的其他網站的連結，而每一連結網站均有不同的私隱守則。當閣下離開本網站而登入其他網站時，應繼續提高警覺，並閱讀其他網站的私隱政策聲明。我們對閣下向第三者網站傳送或從第三者網站收到之個人資料不會作出任何監控。

## 查閱、改正及刪除資料

閣下有權查閱、改正、更新及刪除我們所持關於您的個人資料。如閣下希望查閱或改正您的個人資料，請電郵至 [info@underproductionhk.com](mailto:info@underproductionhk.com) 與我們聯絡。

## 查詢

如閣下有任何有關個人資料私隱政策及實務的查詢，可電郵至 [info@underproductionhk.com](mailto:info@underproductionhk.com) 或郵寄至九龍長沙灣道 760 號香港紗廠第五期 4 樓 C 室與我們聯絡。

## **免責聲明**

本網站發表之資訊只為方便公眾查閱。我們不會對本網站內容之準確性、可靠性及完整性作任何明示或默示之聲明或保證。本網站的資訊及內容可隨時被更改而無需另行通知。我們將不會負責（無論在侵權法，合同法或其他情況下）任何因本網站內之資訊及內容的使用、濫用、偏差或遺漏所導致之損失或損害。我們亦不會承擔本網站內的功能是不受干擾及沒有任何錯誤，或錯誤會被修正，或本網站或伺服器不會有電腦病毒或其他有害軟件的保證及責任。本網站提及之任何商品，活動或服務並不構成我們的認可或推薦。我們不會對其他網站或與本網站連結之網站的內容負責，閣下應承擔承覽其他網站或與本網站連結之網站的風險。使用條款的詮釋如有爭議，我們的決定將為最終並有約束力。使用條款以英文撰寫，中文翻譯僅供參考。中英文版本如有任何不一致之處，概以英文版本為準。

# PRIVACY POLICY STATEMENT & DISCLAIMER

## **Privacy Policy Statement and Disclaimer**

This Statement is, except where separate and distinctive statements are provided, applicable to Under Production Limited ("UP"). Accordingly, references to "we", "us", or "our company" shall mean, as the case may be, UP.

Please note that this Statement may be amended from time to time without prior notice. You are advised to check for the latest version on a regular basis. If there is any inconsistency or conflict between the English and Chinese versions of this Statement, the English version shall prevail.

## **Privacy Policy Statement**

### Statement of Policy

We pledge to comply with the requirements of the Personal Data (Privacy) Ordinance. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality. We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent.

### Definitions

For the purpose of this policy, the following terms have the following meanings:

Aggregate information means information about groups or categories of guests, which does not identify and cannot reasonably be used to identify an individual guest.

Anonymous information means information that does not directly or indirectly identify, and cannot reasonably be used to identify, an individual guest.

The data controller means the party that is responsible for the personal data collected and used within the scope of this policy from our sites and applications.

Personal data means information that identifies (whether directly or indirectly) a particular individual, such as the individual's name, postal address, email address, and telephone number. When anonymous information is directly or indirectly associated with personal data, the resulting information also is treated as personal data.

## Your Consent

- We will not collect or use your personal data unless we have received your consent or indication of no objection.
- You can indicate your consent by providing us with your personal data through the Subscription Form on our website, or you can opt-out from receiving marketing communications at any time, free of charge, by following the opt-out instructions contained in the communications.
- By providing your personal data to us, you agree to the use and sharing of your personal data in the manner described in this policy.
- Your refusal to provide your personal data to us or allow us to use it may render us unable to handle any application or request you are making or we may deny you access to certain parts of our websites or may otherwise defeat the objectives of your visit.
- If you are under the age of 18, consent from your parent or guardian is required before you provide us with any personal data.

## Collection of Personal Data

We collect two basic types of information – personal data and anonymous information– and we may use personal data and anonymous information to create a third type of information, aggregate information. For example, we collect:

- Enquiry records, which include records containing information collected from you (such as [your first name and surname, country of residence, gender, date of birth, email address, username, and password]) in connection with the enquiries;
- Transaction information you provide when you request information, contact Guest Services, or purchase a product or service from us, such as your postal address, telephone number, and payment information;
- Information you provide in public forums on our sites and applications, such as your public posts;
- Media enquiry records, which include name of media organizations and contact information;
- Job application records, which include personal data and resume;
- Subscription records collected on web servers, which include name, email address and contact information collected for newsletter subscription;
- Restaurant booking enquiry records, which include records containing information collected from you in connection with booking enquiries; and
- Information sent either one-to-one or within a limited group using our message, chat, post, or similar functionality, where we are permitted by applicable law to collect this information;
- Our event invitation records, which include name, company names, job positions and contact information.
- Information we obtain from a third party, such as a site or platform provider, about use of our applications on third-party platforms or devices;

- Location information, including location information provided by a mobile or other device interacting with one of our sites or applications (including through beacon technologies), or associated with your IP address, where we are permitted by law to process this information;
- Usage, viewing, technical, and device data when you visit our sites, use our applications on third-party sites or platforms, or open emails we send, including your browser or device type, unique device identifier, and IP address.

### Use of Personal Data

We as the data controller for your information are responsible for and may use your information for the purposes described in this policy. Other entities may have access to your information where they perform services on behalf of the data controller(s) (as a data processor) and, unless prohibited under applicable law, for use on our behalf (as a data controller) for the purposes described in the section of "Sharing your information with other entities" of this policy. Consistent with applicable law and choices and controls that may be available to you, we may use information collected from you, or from devices associated with you, to:

- Provide you with the experiences, products, and services you request, view, engage with, or purchase;
- Communicate with you about your dealings or transactions with us and send you information or request feedback about features on our sites and applications or changes to our policies;
- Send you promotions for our activities and services or third-party activities, products and services;
- Personalize content and experiences;
- Provide you with targeted advertising based on your activity on our sites and applications and on third-party sites and applications;
- Operate, understand, optimize, develop, or improve our sites, applications, products, services and operations, including by using guest survey research and analytics tools; and
- Detect, investigate and prevent activities that may violate our policies or be illegal.

### Sharing your information with other entities

We will not share your personal data with other entities except in limited circumstances, including:

- When you allow us to share your personal data with a third party.
- Once we share your personal data with another company, the information received by the other company is controlled by that company and becomes subject to the other company's privacy practices.
- When third parties perform services on our behalf, like package delivery, marketing and advertising, and customer service; however, these third parties are prohibited from using your personal data for purposes other than those requested by us or required by law; and
- When we share your personal data with third parties in connection with our activities, to enforce our Terms of Use or rules, to ensure the safety and security of our guests and third parties, to protect our

rights and property and the rights and property of our guests and third parties, to comply with legal process, or in other cases if we believe in good faith that disclosure is required by law.

### Use of cookies

By using our website, you agree that we may use various analytic and tracking tools and methods (including store and access cookies in your devices) (“Tools”) in order to collect website usage data and improve your user experience.

Cookies and some of the other tracking tools, if used, are small files that are placed on your computer by websites that you visit or certain emails you open, and/or application downloaded to your device. They are widely used in order to make websites function properly, as well as to provide business and marketing information to the website.

We use the Tools on our website to track visitor preferences. These Tools allow the website to remember information that changes the way the website behave or look, such as your preferred language. These Tools can also assist you in changing text size, font and other parts of the website that you can personalize. You may refuse to accept any Tools (such as, by refusing cookies by altering the settings on your internet browser) as may be allowed by your device but it should be noted that if you choose not to permit cookies, some areas of the website may not function properly.

### Statistics on visitors to our websites

When you visit our website, we will record your visit only as a “hit”. The webserver makes a record of your visit that includes your IP addresses (and domain names), the types and configurations of browsers, language settings, geo-locations, operating systems, previous sites visited, and time/durations and the pages visited (visitor data). We use the visitor data for the purpose of maintaining and improving our websites such as to determine the optimal screen resolution, which pages have been most frequently visited etc. We use such data only for website enhancement and optimization purposes. We do not use and have no intention to use the visitor data to personally identify anyone.

### Outsourcing Arrangements

Our email marketing solution system is developed and maintained by a third-party service provider. The third-party service provider does not have access to personal data stored in the system except when it is carrying out troubleshooting on it under the supervision of our staff.

Our websites are developed and maintained by in-house staff and a local third-party service provider.



All our service providers are bound by contractual duty to keep confidential any data they come into contact with against unauthorized access, use and retention.

### Protection Measures

All personal data you provide to us is secured on our web site with restricted access by authorized personnel only. We take appropriate steps to protect the personal data we hold against loss, unauthorized access, use, modification or disclosure.

### Retention

We maintain and execute retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by us in accordance with policies in standing instructions and administration manuals.

### Links to Other Sites

This website contains links to other sites that are operated by third party organizations with different privacy practices. You should remain alert when you leave our site and read the privacy statements of other websites. We have no control over Personal Data that you submit to these third parties.

### Data Access, Correction and Deletion

You have the right to request access, correcting, updating and deletion of your personal data held by us about you at any time, free of charge. If you wish to access, correct, update or delete your personal data, please contact us at [info@underproductionhk.com](mailto:info@underproductionhk.com).

### Enquiries

Any enquiries regarding personal data privacy policy and practice may contact us at [info@underproductionhk.com](mailto:info@underproductionhk.com) or by mail to T Unit C, 4/F, 760 Cheung Sha Wan Rd, Lai Chi Kok, Kowloon, Hong Kong.

### **Disclaimer**

The information published on this website is for the public's reference only. No representation or warranty whatsoever, expressed or implied, is made as to its accuracy, reliability or completeness by us. Information and any other contents of this website are subject to change without notice. We accept no liability (whether in tort or contract or otherwise) for any loss or damage arising from any use, misuse, inaccuracy or omission of the information or other contents published on this website. We further assume no responsibility or liability for, and makes no warranties that, functions contained on this website or the servers that make it available

will be free of viruses or other harmful components. References in this website to any products, events or services do not necessarily constitute or imply our endorsement or recommendation. We are not responsible for the contents of any "off-site" webpages or any other websites linked or linking to this website. In any dispute, our decision shall be final, conclusive and binding. These Terms are written in English and the Chinese version is translation for reference only. In the event of inconsistency between the English and Chinese versions, the English shall prevail.