

Privacy Policy Statement

Last updated: 31 October 2024

FutureGen Girls Foundation Limited (“**FGG**”, “**we**” or “**us**”) recognize and understand that you and website visitors are concerned about the privacy of personal data. We pledge to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong).

The terms of this Privacy Policy Statement may be updated, revised, varied and amended from time to time as we deem necessary, and the most current version will be the one available on our website (“**Website**”). Where legally required, we shall notify you and/or obtain your consent for specific material updates, revision or amendment. If you do not accept the updates, revision or amendment, and/or provide your consent, then we may not be able to provide goods or services to you. You are advised to check our Website for updates to this Privacy Policy Statement on a regular basis.

1. Collection of Information

Our collection, retention, disclosure, transfer and use your personal data is set out in this Privacy Policy Statement (as amended from time to time). We will only use your data for direct marketing purposes as specified in this Privacy Policy Statement in line with the consent (or an indication of no objection) we obtained from you.

If you are under the age of 18, you should obtain consent from your parent or guardian before you provide FGG with your personal data.

We may collect your personal data on FGG’s Website and ePortal platform, or through other media (collectively, the “**Platform**”) on a voluntary basis for different purposes at different times.

2. Kinds of Information Collected

We may collect from you and your child aged under 18 the following information, which may contain or amount to personal data as defined under the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong), such as:

- a. name;
- b. gender;
- c. age or date of birth;
- d. nationality;
- e. contact details (e.g. e-mail address, postal and residential address, telephone number etc.);
- f. education and background details;

- g. letters of recommendation, personal statements, transcripts, or school reports;
- h. disciplinary record;
- i. interests and hobbies;
- j. membership number;
- k. username and password;
- l. log files / online activities;
- m. tracking data about how you use our e-portal or website;
- n. name of parents and/or guardians and their relationship with the child participants and their contact details (e.g. e-mail address, postal and residential address, telephone number etc.);
- o. emergency contact details;
- p. images, photographs, videos, or audio recordings taken at any activities or programs organized by third parties and recognized by FGG (“**Accredited Activities**”) or other related occasions; and
- q. records of correspondence between you and us.

In exceptional circumstances (for example where it is required to ensure the safety of your child or observe cultural traditions during her participation of the Accredited Activities), we may also collect the following information:

- a. health or disability status;
- b. racial or ethnic origin; and
- c. religious beliefs.

3. Purposes and Uses of Personal Data Collected

We collect, retain and use your personal data for the specific purpose which will be given at the time or for any of the following purposes:

- a. to register you as a user of our Platform and to maintain your personal data and/or information across multiple pages within or across one or more sessions when using our Platform;
- b. to create and update a profile of your education, interests, activity records, membership level and achievements (“**your Profile**”), based on the information you provided us, and may include suggesting Accredited Activities and events that match your Profile;
- c. to identify and verify your identity and/or your membership and/or subscription status (as and when applicable);
- d. to inform you about Accredited Activities and events and job opportunities that you may be interested in, and how to apply and participate in them;
- e. to process the registration and participation of you or your child in the Accredited Activities;
- f. to communicate with you or your child about the details, arrangements and updates of the Accredited Activities;
- g. to track your or your child’s enrolment and participation in Accredited Activities and events that are recognized by us;

- h. to send you emails or messages within our Platform that remind you to complete tasks assigned by us or our supporting organizations or participating organizations, or that promote our Platform, Accredited Activities;
- i. to evaluate your or your child's feedback and satisfaction on the Accredited Activities;
- j. to conduct research and analysis on your or your child's educational needs and interests and the effectiveness of the Accredited Activities;
- k. to recommend events or activities organized by us and our partner organisations to you or your child, or to improve relevant services;
- l. to recognize your or your child's participation in the Accredited Activities and to accredit your or your child's participation in the Accredited Activities;
- m. to seek your or your child's feedback, including through surveys, in relation to our services and benefits
- n. to access and manage your account information and preferences (including, but not limited to, changing your password, updating your personal information, subscribing/unsubscribing from direct marketing);
- o. to communicate with you when you contact us, or when we need to send you important information about our Platform, such as security alerts, password changes, or task reminders. You cannot opt out of these communications, as they are essential for our Platform to function properly;
- p. to comply with our policies and to deter, detect, investigate and/or prevent activities that may violate, or may be suspected to violate, our policies or may be abusive, illegal, and/or criminal;
- q. to administer, report or system maintenance purposes;
- r. to run our Platform and any applicable platform in a safe and lawful manner;
- s. to publish your or your child's photos and videos/audio recordings taken at our events or Accredited Activities in our publications, materials, brochures, newsletters, social media and website, etc. for promoting us or our services and benefits;
- t. to facilitate the exercise of our rights and obligations and those of you or your child under any agreements or arrangements relating to the Accredited Activities;
- u. with your consent, sending you direct marketing and promotional materials relating to us and/or any services, donations, sponsorships, events, program, volunteer opportunities, courses, activities, workshops, benefits and products to be provided alone by FGG or other partner(s) or organisation(s), or jointly by FGG with other partner(s) or organisation(s);
- v. to comply with any applicable laws, regulations, codes of practice or guidelines issued by any legal or regulatory bodies; and
- w. to fulfil any other purposes ancillary or related to the above that are related to and incidental or conducive to the attainment of our mission.

Please take note that you can require us to cease to use your personal data for direct marketing purposes as described above by sending an email to us at ***info@futuregengirls.org***.

4. Disclosure of Personal Data

We do not sell, rent or trade your personal data to or with third parties, but may disclose and/or transfer your personal data to the following parties for or in connection with the purposes specified in paragraph 3 above:

- a. third parties (within or outside Hong Kong) engaged by us, including any agent, contractor, or third party service provider who provides administrative, legal, telecommunications, computer, payment, data processing or other services to FGG; and
- b. any competent court of law, law enforcement agencies and/or regulators and government departments for compliance with applicable laws and regulations and protection of our legal rights.

FGG excludes all liability for disclosure of your personal data in this manner to the fullest extent permitted under applicable laws.

5. Cookies Policy

When you browse the Website of FGG, cookies will be stored in your computers, mobile phones or other devices for internal navigation and programming only. We may use cookies and other tracking mechanisms described below to track information about your use of FGG's website(s) ("**Tracking Data**"). We may combine this Tracking Data with other personal data we collect from you, in which case such Tracking Data shall be considered your personal data for the purpose of, and will be used in accordance with, this Privacy Policy Statement and the Personal Information Collection Statement.

Cookies are alphanumeric identifiers that we transfer to your computers, mobile phones or other devices through your web browser for record-keeping purposes. Some cookies allow us to make it easier for you to navigate FGG's website(s), while others are used to enable a faster log-in process, or to allow us to store and track information about your interests and preferences at FGG's website(s).

We may also engage third parties to track and analyse non-personally identifiable data from the website(s). We use the data collected by such third parties to help us administer and improve the quality of our Website and to analyse usage of the same. This is unrelated to and separate from your personal data. Such third parties may combine the non-personally identifiable data that we provide about you with other information that they have collected. You may refuse the use of cookies or withdraw your consent at any time by selecting the appropriate settings on your browser. Please note that removal of cookies may affect your use and experience of our Website.

By continuing to use our Website without changing your privacy settings, you are agreeing to our use of cookies.

If you interact with FGG on social media platforms, FGG can interact with you and send you messages via these platforms. FGG will interact with you in accordance with the social media platform's rules but we are not responsible for how the platform operators collect and handle your personal data. We are not responsible for what third parties post on our social media accounts.

6. Retention of Personal Data

FGG will retain your personal data for a period no longer than necessary for the fulfillment of the purposes for which they are or are to be used.

7. Commitment to Data Security

FGG will endeavour to ensure that your personal data is kept secure from unauthorized disclosure or access. Only authorized personnel of FGG (who are bound by a duty of confidentiality) will have access to these records, or we will procure by contract or use our reasonable endeavours to ensure that those who we share your personal data with act in accordance with this Privacy Policy Statement. While we will take all reasonable steps to protect your personal data, we cannot guarantee the security of your personal data transmitted over the internet or any telecommunications networks.

8. Access and Correction of Personal Data

You have the right to request access to make correction of your personal data held by FGG at any time by addressing such requests in writing to us at ***info@futuregen girls.org***. All such requests will be handled promptly in accordance with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong). FGG may charge a reasonable fee for processing your data access request.

If there is any discrepancy or inconsistency between the English version and the Chinese translation, the English version shall prevail.

私隱政策聲明

最後更新日期：2024 年 10 月 31 日

明日女菁基金會有限公司（下稱「FGG」、「我們」或「本機構」）了解並理解您以及網站訪客對個人資料私隱的關注。我們承諾遵守《個人資料（私隱）條例》（香港法例第 486 章）的要求。

本私隱政策聲明的條款可能會根據我們的需要不時進行更新、修訂、變更和修改，最新版本將在我們的網站（「網站」）上提供。如法律要求，我們將就特定的重要更新、修訂或修改通知您並/或獲得您的同意。如果您不接受這些更新、修訂或修改，並/或未能提供您的同意，我們可能無法為您提供商品或服務。建議您定期查閱我們的網站以獲取本私隱政策聲明的最新資訊。

1. 信息收集

我們對您的個人資料的收集、保存、披露、轉移和使用將按照本私隱政策聲明（及不時修訂的內容）進行。我們僅會根據本私隱政策聲明中規定的直接推廣用途，並依據我們從您處獲得的同意（或沒有反對的表示）使用您的資料。

如果您未滿 18 歲，您應在向 FGG 提供個人資料之前徵得父母或監護人的同意。

我們可能通過 FGG 的網站、電子平台或其他媒介（統稱為「平台」）於不同時間根據自願原則收集您的個人資料，以達到不同的目的。

2. 收集的信息種類

我們可能從您及 18 歲以下的孩子處收集以下信息，這些信息可能包括或構成《個人資料（私隱）條例》（香港法例第 486 章）定義的個人資料，例如：

- a. 姓名;
- b. 性別;
- c. 年齡或出生日期;
- d. 國籍;
- e. 聯繫方式（例如電郵地址、郵遞和居住地址、電話號碼等）;
- f. 教育和背景詳情;
- g. 推薦信、個人陳述、學業成績或報告;
- h. 操行記錄;
- i. 興趣與愛好;
- j. 會員編號;
- k. 用戶名和密碼;
- l. 日誌檔案/線上活動;
- m. 關於您如何使用本機構的電子平台或本機構網站的資料追蹤;

- n. 父母和/或監護人姓名、及與其孩子參與者的關係，及其聯繫方式如電話和電郵地址，郵遞及住宅地址;
- o. 緊急聯絡資訊;
- p. 任何認可活動或本機構其他活動中拍攝的影像、照片、影片或錄製的聲音檔案; 及
- q. 您與我們之間的通信記錄。

在特殊情況下（例如，為確保您孩子的安全或在其參加認可活動時遵循文化傳統），我們可能還會收集以下資訊：

- a. 健康或殘疾狀況;
- b. 種族或民族血統; 及
- c. 宗教信仰。

3. 收集個人資料的目的及用途

我們收集、保存和使用您的個人資料是為了達到在收集時表明的具體目的或為以下任何一個目的：

- a. 將您註冊為本機構平台用戶，並在您使用本機構平台時，在一個或多個功能範疇中的多個頁面維護您的個人資料和/或資訊；
- b. 根據您向本機構提供的資訊，建立您的教育、興趣、活動記錄、會員等級和成就紀錄的個人簡介（下稱您的「個人簡介」）並對其進行更新，可包括建議與您簡介相符的認可活動和其他活動；
- c. 識別和驗證您的身份和/或您的會員資格和/或訂閱狀態（如適用）；
- d. 向您告知您可能有興趣的認可活動和其他活動及如何報名和參與這些活動；
- e. 處理您或您的孩子登記和參與認可活動事項；
- f. 就認可活動的細節、安排和進展，與您或您的孩子進行溝通；
- g. 追蹤您或您的孩子註冊和參與認可活動及本機構認可的其他活動的情況；
- h. 在本機構平台內向您發送電子郵件或訊息，提醒您完成本機構或其支持機構或參與機構的跟進事項，或涉及本機構平台、認可活動的宣傳內容；
- i. 對您或您孩子就認可活動提供的反饋和滿意度進行評估；
- j. 就您或您孩子的教育需求和興趣及認可活動的效果進行研究和分析；
- k. 將本機構和其支持機構的活動向您或您的孩子推薦，或改善相關服務；
- l. 認可和認證您或您孩子參與認可活動的紀錄；
- m. 您或您孩子就本機構提供的服務和效益提供反饋（包括通過活動問卷調查提供意見反饋）
- n. 登錄和管理您的帳戶資訊和偏好設定（包括但不限於變更密碼、更新個人資料、訂閱/取消訂閱直接推廣資訊）；
- o. 當您聯絡本機構時或本機構需向您發送有關平台重要資訊（如網絡安全警報、密碼變更或事項跟進提醒）時，與您進行溝通。此類溝通對本機構平台的正常運作至關重要，因此您不可選擇拒絕接受相關溝通；

- p. 遵守本機構的政策，並對違反或涉嫌違反本機構政策的活動守則或濫用、非法和/或犯罪行為予以制止、查明、調查和/或防範；
- q. 進行管理、報告或系統維護；
- r. 安全、合法地運營本機構平台和其他相關平台，並與協助本機構達致上述目的的服務提供者和合作夥伴分享您的資訊；
- s. 在本機構宣傳刊物、材料、小冊子、通訊、社交媒體、網站等發布您或您孩子在本機構認可活動或其他活動中的照片和影片/聲音檔案，用於宣傳本機構或本機構的服務和效益；
- t. 協助履行認可活動相關協議或安排事宜當中涉及的本機構權利和義務及您或您孩子在這些協議或安排事宜當中的權利和義務；
- u. 在您同意的情況下，向您發送與我們及/或任何服務、捐款、贊助、活動、計劃、志願機會、課程、活動、工作坊、福利和產品有關的直接推廣和推廣材料，這些材料可能由 FGG、其他合作夥伴或組織單獨提供，或由 FGG 與其他合作夥伴或組織共同提供。FGG 還可能將您的個人資料與此類合作夥伴或組織共享，以便他們用於直接推廣；
- v. 遵守法律或監管機構頒布的適用法律、法規、行為準則或指引；及

完成上述與達致本機構使命相關或附帶的或有助於達致本機構使命的其他附帶或有關目的。

請注意，您可以通過發送電子郵件至 info@futuregengirls.org 要求我們停止根據上述的目的使用您的個人資料進行直接推廣。

4. 個人資料的披露

我們不會向第三方出售、出租或交易您的個人資料，但可能會為或與上述第 3 條中列出的目的有關的情況向以下各方披露及/或轉移您的個人資料：

- a. 我們聘用的第三方（無論在香港境內或境外），包括提供行政、法律、電信、計算機、支付、數據處理或其他服務的代理、承包商或第三方服務提供商；以及
- b. 任何有管轄權的法院、執法機構及/或監管機構及政府部門，以遵守適用的法律和法規及保護我們的法律權益。

FGG 在適用法律允許的最大範圍內，對以此方式披露您的個人資料不承擔任何責任。

5. Cookies 政策

當您瀏覽 FGG 的網站時，Cookies 將被存儲在您的電腦、手機或其他設備中，僅用於內部導航和編程。我們可能會使用下述 Cookies 和其他追蹤機制來追蹤您使用 FGG 網站的相關信息（下稱「**追蹤數據**」）。我們可能會將這些追蹤數據與從您處收集的其他個人資料相結合，在這種情況下，這些追蹤數據將被視為您的個人資料，並將根據本私隱政策聲明和收集個人資料聲明進行使用。

Cookies 是我們通過您的網頁瀏覽器傳輸到您的電腦、手機或其他設備中的字母數字標識符，用於記錄存檔。一些 Cookies 使您更容易導航 FGG 的網站，而另一些則用於加快登錄過程，或允許我們存儲和追蹤您在 FGG 網站上的興趣和偏好。

我們還可能聘請第三方來追蹤和分析網站的非個人身份數據。我們使用這些第三方收集的數據來幫助我們管理和改善網站的質量，並分析其使用情況。這些與您的個人資料無關且分開處理。這些第三方可能會將我們提供的關於您的非個人身份數據與他們收集的其他信息結合。您可以隨時通過在瀏覽器中選擇適當的設置來拒絕使用 Cookies 或撤回您的同意。請注意，移除 Cookies 可能會影響您對我們網站的使用和體驗。

繼續使用我們的網站且不更改您的隱私設置，即表示您同意我們使用 Cookies。

如果您在社交媒體平台上與 FGG 互動，FGG 可以通過這些平台與您互動並向您發送消息。FGG 將根據社交媒體平台的規則與您互動，但我們對平台運營商如何收集和處理您的個人資料不承擔責任。我們也不對第三方在我們的社交媒體帳戶上發布的內容負責。

6. 個人資料的保留

FGG 將保留您的個人資料的時間不會超過達成其使用目的所需的時間。

7. 對數據安全的承諾

FGG 將努力確保您的個人資料免於未經授權的披露或訪問。只有 FGG 的授權人員（受保密義務約束）才能訪問這些記錄，或我們將通過合同或採取合理的措施來確保與我們共享您的個人資料的方遵守本私隱政策聲明。儘管我們會採取一切合理措施來保護您的個人資料，但我們無法保證通過互聯網或任何電信網絡傳輸的個人資料的安全性。

8. 個人資料的查閱和更正

您有權隨時以書面形式向我們提出查閱和更正由 FGG 持有的個人資料的請求，請將此類請求發送至 info@futuregenegirls.org。所有此類請求將根據《個人資料（私隱）條例》（香港法例第 486 章）的要求及時處理。FGG 可能會對您的數據查閱請求收取合理的處理費。

若英文版本與中文翻譯版本之間存在任何不符或不一致，應以英文版本為準。