



### Our Pledge

Brio Electronic Commerce Limited is committed to safeguarding your personal data confidential and shall ensure that our policies and practices comply with requirements of the Personal Data (Privacy) Ordinance (the "Ordinance"), and where possible, exceed the international recognized standards of personal data protection. Furthermore, we are also committed that our employees are in strict compliance with the most stringent regulations regarding security and confidentiality.

### Security

All the personal data you provide to us is kept securely with restricted access by authorized personnel only. We strive to protect your company and/or personal data and adopt a range of security technologies and measures to prevent unauthorized access, use or disclosure.

### Personal Information Collection Statement

As a customer of our company, it may be necessary for you to provide us with your personal data when you use our services and as required in the forms/documents in relation to our services. The types of personal data include but not limited to your company name, your name, address, email, fax number, telephone number and any other information you provide to us. If your personal data is incomplete or incorrect, we may not be able to provide services to you.

We are committed to keeping your personal data confidential at all times. Our policies and practices with respect to the collection, use, retention, disclosure, transfer, security and access of personal data will be in accordance with the Ordinance. The personal data that Brio collected about you and identifies you will be used to process electronic trading services for you, and will be disclosed and transferred to the Government or a third party appointed by Brio. Without your prior consent, we will not disclose your personal data to any persons or organizations.

We may use and retain the personal data you provided to us for the following purposes and for other purposes as may be agreed between you and us or required by law from time to time.

- provide our services to you;
- process your electronic trading services;
- perform normal management and operation of the services; and
- contact you if needed.

### Access to and Correction of Personal Data

Under the Ordinance, you have the right to:

- check whether we hold any of your personal data;
- access your personal data held by us; and
- require us to correct any personal data which is inaccurate.

If you want to access and/or correct the personal data that you have provided to us, or if you want to ascertain our policies and practices in relation to personal data, please contact our Customer Services Officer (address: 6/F, Leader Centre, 37 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong, email: [helpdesk@brio.com.hk](mailto:helpdesk@brio.com.hk), or hotline: (852) 2111 1611).

### 服務承諾

標典電子商務有限公司承諾遵守《個人資料（私隱）條例》下有關管理個人資料的規定，保證會完全符合條例，並且在可能情況下超越國際認可的個人資料保障水平。我們同時承諾確保我們所有員工嚴格遵從保安及保密方面最嚴格的規定。

### 保安措施

您向我們提供的個人資料將獲妥善儲存，只有獲授權人士才可查閱。我們將致力保護您的公司及/或個人資料，並採取一系列的保安技術及措施以防止未經授權的進入、使用或披露。

### 收集個人資料聲明

您作為我們的顧客，在使用我們服務時填寫相關表格/文件，可能需要向我們提供您的個人資料，包括但不限於您的公司名稱、個人姓名、地址、電郵帳戶、傳真號碼、電話號碼及任何其他您向我們提交的資料。倘有關個人資料並不完整或不正確，我們便可能無法為您提供我們的服務。

我們承諾時刻將您的個人資料保密處理。我們有關收集、使用、保存、披露、轉移、保密及查閱個人資料的政策及常規均符合《個人資料（私隱）條例》規定。本公司在收集有關於您及可辨識您個人身份的資料後，在處理您的電子貿易服務時會向相關的政府部門或認可之第三方機構作出披露及轉移。在未得到您的事先同意前，我們不會向其他人士或機構披露所收集得關於您的資料。

我們可使用及保存您提供的個人資料以配合以下用途，和您與我們可能同意或法律不時要求的其他用途。

- 為您提供我們的服務；
- 辦理有關的電子貿易服務；
- 服務的正常管理及運作；以及
- 方便我們與您聯絡。

### 查閱及更正資料

根據有關條例，您有權：

- 查核我們是否持有您任何個人資料；
- 查閱我們持有您的個人資料；以及
- 要求我們更正任何不正確的個人資料。

如欲查閱及/或更正我們所持有關於您的個人資料，或任何本公司私隱政策和實務方面的查詢，請聯絡我們的客戶服務主任（地址：香港黃竹坑黃竹坑道37號利達中心6樓，電郵：[helpdesk@brio.com.hk](mailto:helpdesk@brio.com.hk)，或電話：(852) 2111 1611）。