

HKITMP - Privacy Policy Statement

This Privacy Policy Statement ("Statement") is made by the Hong Kong Institute of Trade Mark Practitioners (HKITMP) in accordance with the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) (the "Ordinance"). "Personal data" means any personally identifying information as more particularly defined in the Ordinance.

What We Collect

We collect and keep your personal data, in particular, your contact details such as your name, title, firm, mailing and e-mail addresses, phone and fax numbers. We also collect certain information relating to your employment history and work experience that is required for the purposes of considering your application to join the HKITMP. If you do not supply the information requested we may be unable to process your application.

When We Collect It

This information is collected when you apply to join the HKITMP, or respond to one of our e-mail notices or letters, or otherwise write to us, or give us information orally.

What We Do With It

The information collected will be made available to all members of the Council of the Institute to allow them to consider your application and to carry out the normal purposes and functions of the HKITMP and selected information may on occasion be made available to other members. Your contact details will be used in order to be able to send you information regarding HKITMP events, news and legal updates, invitations to seminars and other events conducted, sponsored or promoted by HKITMP, which may be of interest to you. We will also use your contact details to communicate with you to obtain your views on legal and practical issues and developments relevant to intellectual property practice.

We may also use your personal data to forward to you directing marketing materials, such as invitations to seminars, conferences and other events, third party products or services relating to intellectual property practice, provided by commercial conference organisers, trade associations, governmental or statutory bodies, or third party products or services relating to intellectual property that may be of interest to you. We may also transfer your contact details to such persons/governmental or statutory bodies so that they may send direct marketing materials to you, or to communicate with you regarding legal and practical issues and developments relevant to intellectual property practice.

The information set out in your application form will be stored in the records of the Institute in the form that is provided on the application form. This information is kept confidential and we will endeavour to protect it from unauthorised or accidental access or processing. However, for the purpose of providing membership services to you, your current address and contact details may be transcribed into another format for internal administrative purposes, in particular for inclusion on the HKITMP website. Please advise us if you do not want your name and contact details to appear in the HKITMP membership list.

How Long Do We Keep It

We shall retain your personal data for as long as is necessary for the purposes set out above.

How You Can Control Your Information

You can review your contact details at anytime by logging on to our website at <http://www.hkitmp.org/>.

If you have any questions about this statement, or you wish to access the information held by the HKITMP on you, update your contact details, remove your contact details from our website, or unsubscribe from our mailings, please contact our Secretary at: info@hkitmp.org.

You may also opt-out of receiving our electronic communications by following the "opt-out" instructions contained in our emails.