



LAP Privacy Policy Statement

Lifelong Animal Protection Charity Limited ("LAP") respects your personal privacy and is committed to fully implementing and complying with the Data Protection Principles and all relevant provisions of the Hong Kong Personal Data (Privacy) Ordinance. We seek to keep the personal data which you provide to us confidential, accurate and secure. We only use the personal data which is provided to us for the purposes for which it is collected.

TYPE OF PERSONAL DATA COLLECTED

To facilitate the provision of our services and activities, we collect personal data through our adoption, volunteer, foster, surrender, donation and other application or registration forms. Please note that it is not mandatory for you to provide personal data to LAP, however if insufficient personal data is provided, LAP may be unable to enroll you as a volunteer, fosterer or adopter or otherwise continue to provide our products or services to you.

The personal data we collect include full names, addresses, email addresses, dates of birth, telephone numbers, identity references, and other personal data in connection with the operation of LAP's fundraising, fostering, adoption, volunteering, direct marketing or other services.

We may also make a record of the visitors to our website in order to analyze the website's traffic and usage. We may gather some of this information by the use of "cookies" stored on computer hard drives, through which information which is stored on the visitor's browser is retrievable by our website. We will not collect any personal data from you in these circumstances.

USE OF PERSONAL DATA

LAP collects and holds the personal data provided to facilitate the operations of LAP. The purposes for which personal data may be used include:

- due diligence on individuals and organizations we work with, including but not limited to animal fosterers and adopters, volunteers, and operational and fundraising partners;
- promoting animal welfare, including but not limited to confirming the locations and identities of persons with temporary and/or permanent custody of LAP-affiliated animals;
- provision of veterinary services and other related services;
- complying with any legal, governmental or regulatory requirements;
- collection and analysis of statistics and information;
- administration of fundraising and donations to LAP;
- any/or other purpose relating to the mission of LAP.



DIRECT MARKETING

LAP intends to use personal data provided to it, including names, phone numbers, addresses and email addresses for the direct marketing purposes, including but not limited to direct marketing of products, services, events, and fundraising as well as volunteering, fostering and adoption opportunities, specifically including:

- volunteer or staff recruitment;
- invitations to events;
- providing information and news about our animal welfare work; and/or
- fundraising.

LAP cannot use an individual's personal data for the purposes of direct marketing without explicit consent.

If an individual does not wish their personal data to be used for the purposes of direct marketing, they may exercise their "opt-out right" by ticking the relevant box on any LAP application form or by directly contacting us at info@lap.org.hk.

SECURITY OF PERSONAL DATA

The personal data provided to us is kept securely in our data storage platform and computer system if received electronically and/or stored in secure filing system if received in hard copy. All reasonable steps have been or will be taken to protect against any unauthorized access, processing, erasure or other use of personal data. Access to personal data is restricted to persons who have a need to use such personal data and have been trained to observe this Privacy Policy Statement and preserve confidentiality to the extent specified in this Privacy Policy Statement.

DISCLOSURE OF PERSONAL DATA

The personal data provided to us remains confidential. The personal data we collect will not be disclosed by us to any other party without your prior consent, except that (i) LAP may supply information to an agent, contractor or third party service provider who provides administrative, telecommunication, computer and other support services, where such disclosure is necessary to satisfy the purpose for which the personal data was provided and (ii) LAP may supply information to any other person where such disclosure is required by any applicable law or regulation or the rules or requirements of any court of competent jurisdiction or any governmental, taxation, regulatory, self-regulatory or similar body or authority.

RETENTION OF PERSONAL DATA

We retain the personal data provided to us for as long as reasonably necessary to provide services to our volunteers, fosterers, adopters, donors and other persons and to fulfill the original purpose for which the personal data was collected. In any case, personal data shall not be retained longer than [seven (7) years] after the cessation of LAP's provision of services to any individual or organization, or the cessation of their donor, partner, volunteer, fosterer, adopter or other relationship with LAP.



ACCESS AND CORRECTION OF PERSONAL DATA

Under the Personal Data (Privacy) Ordinance, individuals have the right to ascertain whether LAP holds any personal data relating to them, to obtain copies of such personal data, and to correct any personal data which is inaccurate or incorrect by the use of a “data access request”. An individual may do this either by completing a Data Access Request Form as prescribed by the Privacy Commissioner for Personal Data, or by contacting our data protection officer at info@lap.org.hk.