



JAZZ LOUNGE

BB Jazz Lounge
(Top Master Concept Limited)

Confidentiality and Data Protection Policy

(i) Our Duties and Obligations and Policy

We, at the BB Jazz Lounge, take the privacy and confidentiality of your personal data, records and communications very seriously. All such records and information will be held by us in the strictest confidence, save where dissemination is necessary for the execution of this agreement, the lawful operation of our company or where we are compelled to do so by law. Herein we advise you of your rights and obligations in respect of the personal data we request, receive and retain. By taking up membership (or employment) with us, you consent to the gathering and use of your personal data on the terms and for the purposes described below.

(ii) Providing your Information

Where necessary, and to assist us in issuing and maintaining your membership, please provide us with the information we require when requested and notify us as soon as practicable of any changes thereto. We regret that we cannot accept any liability for any loss or damages incurred due to incomplete, inaccurate and/or out of date personal data which has been provided or allowed to exist.

(iii) Your Rights

Under the Personal Data (Privacy) Ordinance (Cap. 486) (“**Ordinance**”) you have the right to ascertain our policy in respect of the collection and retention of your personal data. For your ease and for absolute transparency, our policy is provided herein. You also have the right to be informed whether we hold data about you and to ascertain what kind of personal data is held. Further, you have the right to request correction of, and have access to the personal information about yourself held by us (on payment of an administration fee).

(iv) The Data and the Purpose of the Data Collection

If you are a member or a member applicant: we may collect personal data such as your name, gender, date of birth, identification numbers, company and position, mailing address, phone number, email address, payment information (e.g. credit card information), photographs and video footages taken at events organised by us and 3 any other information which you may provide in any forms submitted to us over time. These particulars are collected for the purposes of issuing and maintaining your membership with us. We may also use this personal information for the purposes of: bookings; reservations; event notifications; general notifications; debt collection; and complying with any lawful requirement under the laws, rules and regulations of the Hong Kong Special Administrative Region (“**HKSAR**”).

(v) Third-Parties

In addition, we may also commission the services of third-parties to maintain and manage our membership and/or to communicate with the members on our behalf. We may also commission the services of third-parties to calculate and analyse the internet usage across our website(s) and mobile application(s) (“**Platforms**”). In addition, we may also use an auditing system on our Platforms in relation to usage measurement and/or analytics. These third-parties, however, will not be authorised by us to use any of your information in any other respect other than for these specific purposes and we will take practical and reasonable steps to ascertain that these third-parties have proper data privacy policies in place and engage proper security systems suitable and commensurate with our own.

(vi) Opting-Out

If you receive email notifications of events and other matters, but do not wish to receive any further emails of such nature from us, you may opt-out and unsubscribe from these by sending an email to us advising that you wish to opt-out. Please note, however, that we may still contact you for the purposes of managing your membership.

(vii) Non-Personal Data

Our Platforms use cookies or similar processes to determine user traffic and transactions thereon. Such information does not provide personal identification information, however, and we will not combine the cookie information with our own personal information provided by yourself such that would identify you. Traffic and transaction history helps us customise our Platforms to your needs and, where applicable, bring you special and other unique offers. Most browsers automatically accept cookies, but you may change your browser settings to disallow cookies and block all website visit and usage tracking. You should note, however, that if the cookie facility is turned off on your browser, you may no longer be able to use our Platforms to their full extent and some of our online features may not be accessible at all.

(viii) To Whom the Data May be Transferred

Other than to those individuals or entities listed below, we will not reveal your details to other third-parties, unless compelled to do so by law or with your permission. The information provided by you may be disclosed to the following parties for the purposes of, or incidental to, carrying out the business of our company and providing to you the services and privileges which accompany membership:

- a. persons within our company, our employees, agents, representatives and contractors and third-party service or product providers relevant to the membership;
- b. regulators or regulatory bodies relevant to the operation of our company;
- c. lawyers, where necessary under the law or for the lawful operation of our company;
- d. auditors, where necessary under the law or for the lawful operation of our company;
- e. our company's service providers, where necessary (including those of an administrative, banking; technical or regulatory nature);
- f. debt collection agencies, in the event of any payment default on the part of the member;
- g. anyone to whom we may transfer our rights and duties; and
- h. any other person or party authorized by you to receive your personal data.

(ix) Security of Data

In accordance with the Ordinance, we wish to assure you that it is our policy to take all practicable steps to ensure that your personal information and all records will be treated as confidential and kept using a high standard of security. We store your personal data on a secure server and have put in place security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, and/or disposal of your Personal Data. When destroying your personal data, we will take commercially and technically reasonable measures to make the data irrecoverable, as may be required by law. In addition, before passing your personal data to any third-party, we will carry out due diligence and will ascertain that they also exercise reasonable care in protecting your personal data in compliance with the Ordinance.

(x) Term of Data and Record Storage

Your personal data will be securely retained by us for as long as the purpose for which the data was collected continues and for a period of 7 years thereafter, in accordance with the law, or for any further period required to satisfy any ongoing legal, regulatory or accounting occurrence. All correspondence and transaction records will also be retained for a period of 7 years, in accordance with the law.

(xi) Access to Your Records and Personal Data

If you wish to ascertain details; access; ask for correction or deletion, of any of your personal data held by us, or if you have any questions concerning our data protection policy please contact our Data Protection Officer at our offices at the address stated below. Upon the expiry of 7 years or longer retention period you may collect your personal data and/or records. We reserve the right to give you copies of your records where the release of the original would compromise other client confidentiality. An appointment for inspection or collection of your

data can be made with our Data Protection Officer within reasonable office hours. Our Data Protection Officer will provide you with details of the access and collection fees.

(xii) Links to Other Sites

On our Platforms we may provide links to other third-party websites or mobile applications. These are not under our control and we cannot, therefore, accept responsibility for the safety of your data on such platforms, if you provide your data to them. You may wish to ascertain their privacy policies and terms and conditions before providing them with any of your information.

(xiii) Amendment of Data Protection Policy

We reserve the right to amend the terms of this Privacy Policy at our absolute discretion. We will notify you of changes to this Privacy Policy by posting the amended policy with the date it was revised on our website(s).

(xiv) Legal Notice

This Data Protection Policy does not create any additional contractual or legal rights other than those provided for under the Ordinance and the limitation of liability referred to above (where inaccurate, incomplete or out of date personal data has been provided or allowed to exist by the member) should be keenly noted and understood.

(xv) Employment

If you are an employee or an employment applicant, we may collect personal data such as your name, gender, date of birth, identification numbers, company and position, mailing address, phone number, email address, payment information. This information may be used for the following purposes: human resource matters, including pre-recruitment checks and performance assessments; payroll and administrative matters; training; staff notifications; and any other purposes you may consent to. All other terms and policies herein stated apply to you, *mutatis mutandis*.

(xvi) Governing Law

This Confidentiality and Data Protection Policy shall be governed by the laws of the HKSAR, excluding its conflict of laws rules, and all disputes shall be submitted to the non-exclusive jurisdiction of the Courts of the HKSAR.

Data Protection Officer

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