



## **Privacy Policy Statement**

### **Statement of Policy**

This Privacy Policy Statement describes how Asia Minerals Limited (“**AML**”, “**we**”, “**our**” or “**us**”) collects, uses, and discloses the personal information that we obtain about you.

We are committed to protecting the privacy and security of the personal information we hold by implementing and complying with the data protection principles and all relevant provisions under the Personal Data (Privacy) Ordinance (Cap 486) of the Laws of Hong Kong (the “**Ordinance**”).

### **Statement of Practice**

#### **1. Information Collection**

##### **A) What kinds of personal information do we collect?**

We may collect and hold personal information about our:

- clients, potential clients, suppliers, contractors, business partners, consultants, professional advisors and their respective employees, which generally include their names, contact details, payment details and other information which assists us in conducting our businesses and meeting our legal obligations; and
- employees and prospective employees, which generally include their personal details, employment history, details of salaries and benefits, leave and training records, medical and insurance records, mandatory provident schemes participation, performance appraisals, and disciplinary matters, etc.

##### **B) How do we collect and hold personal information?**

We generally collect personal information:

- from you directly or indirectly through emails, forms, face-to-face meetings, interviews, business cards and telephone conversations; and
- from third parties in some instances, for example, medical report provided by a medical professional or an employment reference from another person.

##### **C) Information collected when you visit our websites**

###### **(1) Use of cookies**

A “cookie” is an element of data that can be sent to your browser. Your browser may then store it on your system based on the preferences you have set on your browser. Cookies gather information about your operating system including but not limited to, browser type

and Internet Protocol (IP) address. The purpose of using cookies is to facilitate the successful redirection to the correct webpage. We do not collect or store any personal data under such circumstance. You have the option to configure your Internet browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it, or block all cookies. However if you refuse or block cookies, certain functionality of the websites, i.e. banner redirection, may not be available.

## (2) Statistics on visitors to our websites

When you visit our websites, we will record your visit only as a “hit”. The webserver makes a record of your visit that includes your IP addresses (and domain names), operating systems, the types and configurations of browsers, previous sites visited, and time/duration and the pages visited (webserver access log). We use such data for website enhancement and optimization purposes only. We do not use, and have no intention to use the visitor data to personally identify any user.

## **2. Use of Information**

In general, we may collect, hold, use and disclose your personal information for the following purposes:

- to conduct our business;
- to purchase or supply goods or services;
- to market our products;
- to maintain and develop our relationship with you;
- to comply with our legal obligations;
- for recruitment and human resources management purpose; and
- to communicate with prospective customers or respond to their general inquiries.

## **3. Outsourcing Arrangements**

Our internal IT systems are developed and maintained by our in-house staff with support from a local third-party service provider. The third-party service provider does not have access to personal data stored in the IT system except when it is carrying out trouble-shooting at our office under the supervision of our staff.

Our websites are developed and maintained by local third-party service providers. All our service providers are bound by contractual duty to keep confidential any data they collect and hold against unauthorized access, use, retention and disclosure.

## **4. Disclosure of Personal Data**

We may disclose your personal information:

- to our overseas offices;
- to entities that assist us in conducting our business (including data storage providers);
- to courts, tribunals and regulatory authorities (where we are required to do so by law or court order).

We will not provide your personal data to third parties for direct marketing or other related purposes without your prior written consent.

## **5. Security of Personal Data**

We take reasonable steps to protect the personal data we hold against misuse, loss, unauthorized access, use, modification or disclosure. Our employees are required to keep all personal information they collect and handle secure and confidential. Where we no longer require your personal information we will take reasonable steps to destroy it.

## **6. Retention of Personal Data**

We maintain and execute retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used.

## **7. Your Consent and Rights**

By visiting our websites or making an application, you consent to the collection and use of your information in this Privacy Policy Statement unless your express consent is otherwise required by the law.

Under the Ordinance, you have the right:

- to check whether we hold personal data about you and to access such data;
- to require us to amend or update any personal data;
- to ascertain our policies and practices in relation to personal data and the kind of personal data held by us.

For questions or comments about our Privacy Policy Statement, or if you need assistance accessing or updating your personal information, please contact:

Human Resources & General Affairs Department  
Asia Minerals Limited  
7<sup>th</sup> Floor, Luk Kwok Center,  
72 Gloucester Road, Wanchai, Hong Kong  
Tel: (852) 2586 3333 Fax: (852) 2586 3330  
E-mail: [hk.inquiry@asia-minerals.com](mailto:hk.inquiry@asia-minerals.com)

If a fee is charged for processing a data access request, you will be advised of the likely cost in advance.

We reserve the right to change this Privacy Policy Statement from time to time. You should therefore review this page regularly to ensure that you are aware of any changes to its terms.

This Privacy Policy Statement was last updated on 1<sup>st</sup> June 2015.