

## Privacy Policy Statement

Lex Omnibus Limited ("LexOmnibus", "we" or "us") pledges to meet the requirements of the Personal Data (Privacy) Ordinance ("PD(P)O"). In doing so, LexOmnibus shall take reasonably practicable steps to protect the privacy, confidentiality and security of personal information held in accordance with the requirements of PD(P)O.

### Kinds of Personal Data Held

There are three broad categories of personal data held by LexOmnibus. These categories of personal data are as follows:

**Course Applicant and Alumni Records**, which include personal details, mock examination records, professional qualifications, etc. of every person who is currently applied for or has previously attended a course operated by the LexOmnibus or in collaboration with other institutions and/or organisations;

**Personnel Records**, which include personal details, job particulars of speakers, details of remuneration, payments, benefits, feedback from attendees, etc. of every person currently or formerly retained by LexOmnibus as speakers;

**Other Records**, which include administration and operational files, personal data provided to LexOmnibus from individuals for course applications and speaker engagement, promotional and training activities organised by LexOmnibus, and enquiries from the public, etc.

### Main Purposes of Keeping Personal Data

All personal data held by LexOmnibus will be used, processed, stored, disclosed and transferred solely in accordance with the relevant Personal Information Collection Statement provided to you on or before the collection of your personal data, or pursuant to any other consent provided by you.

In general, the main purposes for which LexOmnibus uses the different categories of personal data held by it include the following:

**Course Applicant and Alumni Records are kept for educational and administrative supports purposes** relating to such matters as course enrollment, professional qualifications, and course design, etc.

**Personnel Records of Speakers** are kept for speaker management purposes, relating to such matters as speaker engagement, benefits, and feedback from attendees, etc.

**Other Records** are kept for various purposes which vary according to the nature of the record, such as administration of the office functions and activities, seeking advice on policy or operational matters, processing course applications and speaker engagement, delivery of promotional and training activities organised by LexOmnibus, acquisition of services, handling of enquiries from the public, and the purposes specified during the collection of the personal data.

### Transfer of Your Personal Data

LexOmnibus may disclose and/or transfer your personal data to any other third parties such as government departments, organisations, institutions, agencies and service providers specified in the relevant Personal Information Collection Statement provided to you on or before the collection of your personal data for the fulfillment of the purposes stated therein.

Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes permitted under the relevant Personal Information Collection Statement provided by us to you on or before the collection of your personal data.

## **Accuracy and Retention of Personal Data**

LexOmnibus has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. LexOmnibus aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

LexOmnibus will retain your personal data for so long as is necessary to enable it to fulfill the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented.

## **Protection Measures**

LexOmnibus takes appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure.

## **Access and Correction of Your Personal Data**

You can access, update or correct your personal data held by LexOmnibus by sending your request to the contact stated in the relevant Personal Information Collection Statement which is provided to you on or before the collection of your personal data.

Alternatively, you may send your request by e-mail to **enquiries@lexomnibus.com**; by fax to **(852) 2801 6800**; or by mail to

Director of Professional Education and Training  
Room 302, Printing House  
6 Duddell Street, Central  
Hong Kong

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity.

**Note:** Unless specified otherwise, references in this Privacy Policy Statement to "LexOmnibus" shall mean Lex Omnibus Limited.