



## PERSONAL INFORMATION COLLECTION STATEMENT

1. The Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong), as amended ("**PDPO**") regulates how Private Wealth Management Association Limited ("**PWMA**") collects, holds, processes and uses personal data in or from Hong Kong.
2. Provision of your personal data requested in the application and registration documents (as applicable) is voluntary. However, PWMA may not be able to process and consider your application and registration (as applicable) without such data.
3. This Personal Information Collection Statement ("**PICS**") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data, and contains details how the PWMA may collect, hold, process and use the personal data collected.

### Types of personal data PWMA collects

4. The types of personal data we collect and share can include the following:
  - Name
  - Title and firm
  - Hong Kong identity card number
  - Passport number
  - Gender
  - E-mail address
  - Telephone number
  - Fax number
  - Residential address
  - Certified Private Wealth Professional (CPWP) number

### Collection

5. The PWMA collects and keeps your personal data in the following ways:
  - (i) When you submit your application forms to us, including application form for grandfathering, application form for CPWP certification, application form for CPWP certification renewal and application form for accreditation;
  - (ii) When we receive from you notices on changes on details previously provided such as contact details, employer;
  - (iii) When you visit our website, a record of your visit is made as a "hit", which may show your domain name server address and the pages you have visited. No personally identifiable information is collected. The "hit" information allows us to compile statistics about the number of visitors to our website; and
  - (iv) Online or email, when you send us information through the "Contact Us" page.

### Purposes

6. The personal data we collect from you from time to time may be used, stored processed, transferred, disclosed or shared by us for one or more of the following purposes:
  - (i) to process any submission or application you may make to the PWMA;
  - (ii) to communicate with you (including to respond to your enquiries and subsequent communications to you which are related to your applications);



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- (iii) to process and maintain your CPWP Certification Status which is accessible online via PWMA website;
- (iv) to compile statistical and data analysis, and to use and publish the results thus generated;
- (v) to comply with the laws, regulations and guidelines of any applicable jurisdiction; and
- (vi) any purposes relating to the above.

## **Use and Transfer**

7. The PWMA does not sell, trade or disclose any information you provided to any third party without your prior written consent. However, data collected is accessible to officers, committees or persons processing the applications and related matters.
8. To the extent necessary to comply with any law and/or regulations binding or applying to the PWMA within or outside Hong Kong, currently existing and in the future, the PWMA may disclose your personal data without your prior consent to a third party.
9. The PWMA reserves the right to use the personal information you provided for statistical and data analysis, and the right to use and publish the results thus generated.
10. Your personal data may be provided to any agent, contractor, third party in Hong Kong or elsewhere who provides administrative or other services to us, but such provision will only be made for one or more of the purposes set out in paragraph 6 above.
11. Your personal data may also be provided to any regulatory authority in Hong Kong or elsewhere where we have to comply with the laws of the applicable jurisdiction.
12. Your personal data will not be used for any direct marketing purposes unless we have obtained your prior consent.
13. We will cease to use your personal data for any purposes if you request us to do so.

## **Public Register of CPWP Certification Status**

14. PWMA may maintain a public register containing specified data relating to the CPWP certification status of an individual and will publish certain data on our website. Any member of the public may inspect the public register for the purposes of ascertaining whether an individual is certified as CPWP under the Enhanced Competency Framework.

## **Access to Data**

15. You have the right to request access to and correction of your personal data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your personal data provided. In accordance with the PDPO, the PWMA has the right to charge a reasonable fee for processing of any data access request.



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## **Enquiries**

16. Any enquiries regarding the personal data provided to PWMA, change of information or any other form of request for information (as the case may be), or requests for access to personal data or correction of personal data, should be addressed in writing to:

The Data Protection Officer  
Private Wealth Management Association  
Room 1405-1406, 14/F, Prince's Building  
Central, Hong Kong

17. A copy of the Privacy Policy Statement adopted by the PWMA is available upon request.