

Privacy Policy Statement 私隱政策聲明

We, Health Concepts Ltd (collectively “HCL”, “we”, or “us), a member of Virtus Medical Group Ltd, also, the medical service provider of the on-campus clinic, are committed to respecting and protecting your personal data by observing and complying with the requirements under the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) (“PDPO”) in the collection, use and maintenance of your personal data 本公司，思健醫療服務有限公司(統稱『思健』或『本公司』)，尚至醫療集團成員，乃校內診所的醫療服務提供者。本個人資料收集聲明是根據“個人資料(私隱)條例”(香港法例第486章)(“PDPO”)的規定為使用人士而編制，旨在尊重和保護閣下的個人資料。

1. Your personal data collected by HCL will be retained, processed, used and transferred (within or outside Hong Kong) for the following purposes: 思健收集有關閣下的個人資料將會保存、處理、使用及轉移(在香港境內或境外)於下列任何目的：
 - Verification of your identity 確認閣下的身份;
 - Providing you with suitable medical treatment and/or related services 向閣下/客戶提供適當之醫療及/或有關服務;
 - Processing billing and payment from you and/or your insurer 處理賬單及閣下/客戶 及/或 閣下/客戶的僱主/保險公司 (如適用) 的付款;
 - Collecting any outstanding amount from you 向閣下/客戶追討任何拖欠賬款;
 - Handling and following up enquiries/complaints made by you 處理及跟進閣下/客戶作出的查詢/投訴;
 - Meeting the requirements to make disclosure under any applicable law and fulfilling any other purposes relating thereto. 符合根據任何適用法例作出披露的規定；以及履行任何與此有關的目的。
2. You are required to provide your personal data in connection with the provision of medical and other related services, if you are not willing to supply such data, we will be unable to offer any diagnostic or treatment services to you. 閣下必須提供與醫療和其他相關服務有關的個人資料。如閣下不願意提供該等資料，本公司將不能為閣下/客戶進行診斷或治療。
3. Your personal data held by us in its original form, hardcopy and/or electronic form may be disclosed to any of the following parties (whether within or outside Hong Kong) where such disclosure is necessary to satisfy any of the above purposes. 凡為符合上述任何目的而需要作出披露，本公司即可向下列任何一方 (不論在香港境內或境外) 披露以原本或印刷本形式及/或以電子形式所持有關於閣下/客戶的資料：
 - (i) any of the medical centres operated by any of us and staff (including but not limited to nurses, doctors, pharmacist and other health care professionals) who provide services to you at such medical centres 本公司經營任何醫療中心及於有關醫療中心向閣下/客戶提供服務之員工 (包括但不限於護士、醫生、藥劑師及其他醫專業人員)；
 - (ii) any agents, contractors or third party service providers if we need their services (such as clinical laboratory or technical services) in connection with services provided to you 任何代理商、承包商或第三方服務提供商，若本公司就向閣下/客戶提供服務需要彼等之服務 (如診斷、化驗或技術服務)；
 - (iii) in the case of referrals from or to other doctor / health care professionals, to the doctor / health care profession to whom you are referred 如閣下/客戶需轉介予其他醫生/醫護專業人員或由其他醫生/醫護專業人員；
 - (iv) your employer (if applicable / necessary) 閣下/客戶之僱主 (如必要)；
 - (v) to any insurance companies / broker providing medical benefit to you 向閣下/客戶提供醫療福利之任何保險公司/經紀；
 - (vi) any person or entity to whom we are obliged to make disclosure under the requirements of any law binding on us 根據對本公司有約束力之任何法例或條例規定，本公司有義務向其披露有關資料之任何人士或實體；以及

(vii) any government and judicial bodies or regulators 任何政府及司法部門或監管機構。

4. All our communication with you will be conducted through your personal mailing or email address. If there is any change in your mailing address or email addresses, please inform us in writing and send it via email at healthcentre@hkbu.edu.hk. 所有與閣下/客戶之通訊將以私人郵件，電子郵件進行，如閣下/客戶之地址及/或電郵已更改，請發電子郵件致 healthcentre@hkbu.edu.hk 通知本公司。
5. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) (“Ordinance”), you have the right of access and correction with respect to personal data held by us. In accordance with the Ordinance, we are entitled to charge you a reasonable fee for processing any data access request. 根據個人資料 (私隱) 條例 (香港法例第 486 章) (『條例』)，閣下/客戶有權查詢及更正本公司持有的閣下/客戶的個人資料。根據『條例』，本公司有權就處理任何查閱資料的要求向閣下/客戶收取合理費用。
6. Tele/Video Consultations will not be recorded by us, and you are not permitted to record the Tele/Video Consultation. 本公司不會為電話/視像診症服務作出錄影或錄音，而本公司並不允許閣下/客戶對電話/視像診症服務作出錄影或錄音。
7. Your personal data will only be retained for as long as is necessary to fulfil the purpose(s) of collection subject to applicable regulatory and legal requirements, after which it will be destroyed. 閣下/客戶的個人資料僅在達到適用目的的前提下保留，之後將根據法規和法律的要求將其銷毀。
8. This Statement is prepared in the English language with a Chinese translation. In case of any discrepancy or conflict between the English and its Chinese translation, the English version prevails. 本聲明以英文編製，中文版本乃譯本。如英文版本與中文版本有任何歧義，以英文版本為準。

*This Privacy Policy Statement may be subject to change 此私隱政策聲明可能會有所修改

April 2022