

Privacy Policy Statement and Personal Data Collection Statement

Privacy Policy Statement:

The company, **Paradox Management Limited**, respects personal data privacy. The company's policy is to comply with the code of practice of the Personal Data (Privacy) Ordinance (the "Ordinance") and the related code of practice that is periodically issued by the Office of the Privacy Commissioner for Personal Data. The company will ensure that employees comply with the policies and practices set out in this statement and maintain appropriate security and confidentiality standards.

Collection of Personal Data Statement:

1. The company collects personal data in order to handle, follow up on enquires submitted by clients and candidates, or to provide clients and candidates with products and services.

The personal data collected by the company may include:

- I. Name
- II. Title
- III. Company name
- IV. Occupation
- V. Education
- VI. Contact number
- VII. Email address
- VIII. Address
- IX. CV/ Resume
- X. Cover letter
- XI. Data obtained from the normal conduct of business with the client and candidates, including salary information
- XII. Identity card number or passport number if necessary

2. The personal data collected will be used for the following purposes:

I. To confirm the client's and candidate's identity

The personal data used may include the following:

- (i). Name
- (ii). Contact number
- (iii). Email address

II. To respond to client's and candidate's enquiries

The personal data used may include the following:

- (i). Name
- (ii). Occupation
- (iii). Education
- (iv). Contact number
- (v). CV/ Resume
- (vi). Other information collected regarding the job matching processes

III. To promote the company's products and services

The services provided by the company may include the following:

- (i). Examination-related review materials
- (ii). Examination-related courses
- (iii). Private tutorial services
- (iv). Academic consultation
- (v). Consultancy services
- (vi). Vocational referral

The personal data used may include the following:

- I. Name
- II. Title
- III. Company name
- IV. Occupation
- V. Education
- VI. Contact number
- VII. Email address
- VIII. Address
- IX. CV/ Resume
- X. Cover letter
- XI. Data obtained from the normal conduct of business with the client and candidates, including salary information
- XII. Identity card number or passport number if necessary

3. The rights under the Personal Data (Privacy) Ordinance are not restricted.

This statement does not exhaust any rights of the parties under the Ordinance.

4. The rights of the client and candidate

It is not statutory for the client and candidate to provide the company with personal data.

Clients and candidates have the right to:

- I. know if the company possesses your personal data
- II. require the company to provide a copy of the data possessed; and
- III. require the company to correct data possessed.

When the company is handling requests for access to, or corrections of data, it will verify the identity of the person making the request to ensure that he/she is entitled to make the claim legally. Hence, the company may require the person to provide his/her proof of identity (for instance, to produce his/her Hong Kong identity card or other identity verification documents).

5. The provision of personal data is entirely voluntary. If the personal data provided is not sufficient, the company may not be able to provide the client with the necessary services or respond to the client's enquires.

6. By agreeing to this statement, the client authorizes the company to use the client's data in a reasonable manner in the business relationship.