

## **MTR SUPPLIER PORTAL PRIVACY POLICY STATEMENT**

### **1. Your Privacy**

The MTR Corporation Limited ("**MTR CORPORATION**", "**we**", "**our**" or "**us**") respects your legal rights of privacy when collecting, storing, using and transmitting personal data and this Privacy Policy Statement explains our privacy practices. It is our policy to pledge to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong Special Administrative Region. In doing so, we will ensure compliance by our staff to the strictest standards of security and confidentiality.

Please read the following carefully to understand our policy and practices regarding how your personal information will be treated. This policy applies to Users of the MTR Supplier Portal and may from time to time be updated, revised, reposted and changed where we deem necessary.

Words or terms used in this Privacy Policy Statement, which are not specifically defined in this Privacy Policy Statement have the meaning given to them in the Terms of Use as contained in the MTR Supplier Portal.

In the event that there is any inconsistency between the English and Chinese version of this Privacy Policy Statement, the English version shall prevail.

**"personal data"** means any personally identifying information or sensitive data (such as names, birth date, HK identity card or passport number, nationality, education, qualifications, occupations, addresses, contact details, from which it is practicable for the identity of the individual to be ascertained, but also may include other information and data).

### **2. Minimal Collection of Personal Data**

Normally, we do not collect personal data from our suppliers & contractors, except that during suppliers registration, tenderers prequalification and tender assessment, some personal data may be requested from you, such as the C.V. of key members of management team and project team.

We collect your personal data (including your name, age, title, qualification/ skill, working and/ or project experience etc.) when you register as a user of the MTR Supplier Portal or when you furnish us with your personal data. We may use such data for tender assessment purpose.

### **3. Disclosure**

In cases where we do collect personal data from you, we will:

- i. tell you that we are doing so and the use that we will make of such personal data we collect;
- ii. give you the opportunity to "opt out" (that is to restrict the uses we will make of such personal data)

We may use such personal data for tender assessment purpose.

We agree to take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties:

- i. any actual or proposed assignee, transferee or successor of our rights in respect of its registered users;
- ii. our agents, affiliates or associates where we deem necessary to improve our products and services.

Except as expressly mentioned in this Privacy Policy Statement we will not disclose your personal data unless we are required to do so by law or we reasonably believe that such action is necessary to:

- i. comply with the law or applicable regulations;
- ii. protect and defend our rights and property;
- iii. protect against misuses or unauthorised use of the MTR Supplier Portal; or
- iv. protect the personal safety or property of our users or the public.

### **4. Links to Other Websites**

This Privacy Policy Statement only applies to this MTR Supplier Portal. If you click on any advertisement or hyperlink linking to another website, you will leave this MTR Supplier Portal for another location. At any other website, the protection of your privacy, personal data and your exposure to cookies are not our responsibility and you are advised to refer to the privacy policy of that other location (if any).

### **5. Security**

Your personal data, however stored, will be accessed only by our employees or contractors who are authorised to do so. Employees and contractors designated to handle personal data will be instructed to do so only in accordance with this Privacy Policy Statement. However, after your registration and during the time that your personal data is being transferred to another server for storage it will not be encrypted and therefore may be able to be accessed by third parties. MTR Corporation Limited accepts no responsibility for any such access and if you are concerned about such access you should not provide the personal data.

## **6. Access and Correct Personal Data**

You may at any time request access to and correct Personal Data relating to you in any of our records. To exercise any of your rights, contact us at the address or email below marking your communication "Confidential ". In response, we may ask you to provide certain details about yourself so that we can be sure you are the person to whom the data refers. If you wish to inquire about your personal information, please contact the Personal Data Privacy Officer by writing to the Personal Data Privacy Officer, Legal – General Department at MTR Headquarters Building, Telford Plaza, Kowloon Bay, Hong Kong or by emailing to [PDPO@mtr.com.hk](mailto:PDPO@mtr.com.hk) (Marked Confidential and specified "MTR Supplier Portal").

## **7. Questions and Complaints**

We are committed to protecting any personal data you supply to us. If you have any questions or complaints about our Privacy Policy, please contact us at:

### **MTR Corporation Limited**

Address:

MTR Headquarters Building, Telford Plaza,  
Kowloon Bay, Kowloon, Hong Kong

Attention:

Procurement and Supply Chain Department

THIS PRIVACY POLICY STATEMENT IS SUBJECT TO CHANGE. ANY CHANGES WILL BE POSTED ON THIS PAGE.