

Personal Data Collection Notice

Overview

J&K Accounting Services Ltd ("we," "us," or "our") is committed to protecting the privacy and security of the personal data we collect from our clients, employees, and other stakeholders in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of Hong Kong ("PDPO"). This Personal Data Collection Notice outlines the types of personal data we collect, the methods we use to collect it, the purposes for which we use it, and the measures we take to ensure its protection.

Scope

This notice applies to all personal data collected by J&K Accounting Services Ltd through various means, including but not limited to our website, mobile applications, customer service interactions, and business operations. This notice is designed to comply with the requirements of the PDPO.

Types of Personal Data Collected

We may collect the following types of personal data:

- **Contact Information:** Name, address, email address, phone number.
- **Identification Information:** Date of birth, government-issued identification numbers (e.g., Hong Kong Identity Card number, passport number).
- **Financial Information:** Bank account details, credit card information, transaction history.
- **Professional Information:** Job title, company name, work address, employment history.
- **Usage Data:** Information about how you use our website or services, including IP addresses, browser type, and operating system.
- **Communications:** Records of correspondence between you and us, including emails, phone calls, and chat logs.

Methods of Data Collection

We collect personal data through various methods, including:

- **Direct Collection:** Information you provide directly to us when you fill out forms, register for services, or communicate with us.

- **Automated Collection:** Information collected automatically through cookies, web beacons, and other tracking technologies when you use our website or services.
- **Third-Party Sources:** Information obtained from third-party service providers, partners, or public databases.

Purposes of Data Collection

We collect and use personal data for the following purposes:

- **Service Delivery:** To provide, maintain, and improve our products and services.
- **Customer Support:** To respond to your inquiries, provide customer support, and resolve issues.
- **Marketing and Communication:** To send you promotional materials, newsletters, and other communications related to our services, provided we have obtained your consent where necessary.
- **Legal Compliance:** To comply with legal obligations, such as tax and accounting requirements, and to enforce our terms and conditions.
- **Security:** To protect against fraud, unauthorized transactions, claims, and other liabilities.
- **Business Operations:** To conduct business analytics, research, and reporting.

Data Passed to Third Parties

1. J&K may share your personal information, with consent, to our associated public, companies, partners, service providers or other support us to provide related products and services of third parties for the following purposes:
 - Assist us in providing you with an efficient and effective customer service.
 - Assist us in marketing, such as managing our promotional email and online promotion programs.
 - Assist us in providing services to you or to complete the purchase or other transactions that you set out for

- To respond to a summons, court order or legal proceedings, or to establish, protect or exercise our legal rights or to defend against legal proceedings.
 - To investigate, preparedness, or action, regarding illegal activities, alleged fraud, security loopholes, circumstances involving a potential threat to the personal safety of any person, protection of our property or violation of our terms and conditions
 - For the purposes permitted by or specified by the applicable law
2. J&K will not share customer data with third parties for direct marketing purposes. If J&K ever wanted to do this, we'd get your separate consent.

Direct Marketing

We also plan to use your name and contact information to contact you by email, mail or telephone about our products and services, promotions and special events. If you no longer want us to use your information for promotional purposes, please reach us through our contact stated below to specify your privacy preferences to limit our use of your personal information for promotional purposes.

Data Protection Measures

We implement the following measures to protect the personal data we collect:

- **Encryption:** We use encryption technologies to protect data transmitted over the internet.
- **Access Controls:** We restrict access to personal data to authorized personnel only.
- **Data Minimization:** We collect only the minimum amount of personal data necessary for the purposes outlined in this notice.
- **Regular Audits:** We conduct regular audits and assessments of our data protection practices to ensure compliance with the PDPO.

Data Retention

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once personal data is no longer needed, we securely delete or anonymize it.

Your Rights

Under the PDPO, you have the following rights regarding your personal data:

- **Access:** You can request access to the personal data we hold about you.
- **Correction:** You can request the correction of inaccurate or incomplete personal data.
- **Deletion:** You can request the deletion of your personal data under certain conditions.
- **Objection:** You can object to the processing of your personal data under certain conditions
- **Portability:** You can request the transfer of your personal data to another organization.

To exercise any of these rights, please contact us using the contact details provided below.

Contact Us

If you have any questions or concerns about this Personal Data Collection Notice or our data protection practices, please contact us at:

J&K Accounting Services Ltd

Room 902, 9/F, Ricky Centre, 36 Chong Yip St, Kwun Tong
enquiry@jandk.hk
+852 5534 9977

Changes to This Notice

We may update this Personal Data Collection Notice from time to time. We will notify you of any changes by posting the new notice on our website. It is your responsibility to review this notice periodically for updates.

Effective Date: 1 January 2024