

September 2015

Dear Sir/Madam,

Notice: Use of Personal Data and Portrait

Hong Kong Lutheran Social Service, LC-HKS - Martha Boss Lutheran Community Centre (Collectively “we”) collected your personal data for communication. We hereby issue the following notification in compliance with the Personal Data (Privacy) Ordinance.

We undertake to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that the personal data collected from you are kept securely and accurately. Collection and use of the personal data are limited in operation of centre and providing service.

We use personal data for the following purposes during the validity date of membership:

- (a) **To communicate with members**
- (b) **To collect comments from members**
- (c) **To gratuitously use your portrait (including photo and video) for uploading to our website, producing books, quarterly booklets, publications, CDs/DVDs, banners and posters for promotion.**
- (d) **To send invitation of events or fundraising**
- (e) **To promote services and activities**

We will continue to use the data for above-mentioned purposes if no objection received.

If you do not accept the above-mentioned use of your personal data, please check(✓) the applicable box(es) below with your full name and signature, and return the “Opt-out Reply” by mail / fax to us. (Address: 2/F, 89 Chung Hau Street, Ho man tin, Kowloon, HK. Fax: 2199 9393).

Should you have any enquiries, please call 2199 9383 to contact us.

Opt-out Reply

- I do not accept Martha Boss Lutheran Community Centre to use my personal data in direct marking or above-mentioned (a) to (d).
- I do not accept Martha Boss Lutheran Community Centre to use my portrait for above-mentioned (e).

Name: _____ (Full Name in BLOCK letter)

Signature: _____

Date: _____

