

Date: 17 February 2016

Re: **Appendix II: Personal Information Collection Statement**

The Smart Dental Centre (Centre) is committed to ensure that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance to set procedures and to ensure good practices within the Centre on the acquisition, collection, recording, storage, disclosure, correction, erasure and communication of personal data kept by the Centre on its patients.

Purpose of Collection

The personal data that the patients provide shall be used by the Centre for one or more of the following purposes:

1. For the purpose of registration and making dental appointments
2. For the purpose of making dental record
3. For the purpose of internal record keeping

The provision of personal data to the Centre is voluntary. When providing the personal data, the patients should ensure that they are accurate and complete. The Centre may reject or delay the provision of our services to those who do not provide accurate or sufficient information.

Data Security

All the personal data of the patients held by the Centre are stored in the server in an encrypted form. Only those restricted staff members can be authorized to use and get access to the data. Unless otherwise agreed or authorized by the patients or provided by the law, the Centre shall not disclose any personal data provided by the patients to any unrelated third party. However, we give no warranty against third parties hacking into the data or any unauthorized access to the data by anyone.

Classes of Transferees

The personal data of the patients are kept safe and confidential. The personal data provided by the patients will only be made available to healthcare staff members of the Centre on a need-to-know basis. Apart from this, the Centre may disclose your personal data for the below purposes to the following classes of transferees:

1. where the patients have given consent to such disclosure; or
2. where such disclosure is authorized or required by law.

Access to Personal Data

Apart from the exemptions provided in the Personal Data (Privacy) Ordinance, the patients have right of access to his/her personal data and right of correction of his/her personal data held by the Centre, including the right to obtain a copy of his/her personal data provided to the Centre subject to the payment of a fee. However, the personal data deleted after the achievement of the purpose are not included. All these enquiries and requests should be made in written.

Enquiries

Enquiries concerning the procedure of personal data collection, application for access to data and corrections of data should be addressed to our Compliance Supervisor at 2158 2660.