

**Personal Information Collection Statement
for Private Insolvency Practitioners Portal (“PIP Portal”)
of Electronic Submission System (“ESS”)
of Official Receiver’s Office (“ORO”)**

Information Collected by ESS

1. A cookie is a small amount of data created in a computer or mobile device (hereinafter collectively referred to as “computer”) when a person visits a website on the computer. It often includes an anonymous unique identifier. A cookie can be used to identify a computer. However, it is not used to collect any personal information. In other words, it does not have the function of identifying the identity of an individual user of the website.
2. The User may choose to accept or reject cookies. If the User rejects the cookies, the User will not be able to access some online services of the ESS.
3. JavaScript is a vital component in the ESS to conduct client-side validation. If the User disables JavaScript, the User will not be able to access the ESS normally.
4. For different purposes and at different times, the User may be invited to provide personal data to the ORO through the ESS. Personal information may include name, Hong Kong Identity Card number, telephone number, correspondence address or email address.

Purposes of Collecting Personal Data

5. Personal data collected during the User’s use of the ESS will be used for the following purposes: -
 - a. Administration and enforcement of the Bankruptcy Ordinance (Cap. 6) and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32);
 - b. Data comparison for the purposes of registration, activation, management of the ESS account of the User, and any ESS account(s) administered by the User as appropriate, and regular checking to confirm the User’s identity and eligibility for using the ESS;
 - c. Auto-fill functions of the ESS;
 - d. Communication between the User and the ORO or other Government

- departments or other organizations or other parties that the ORO considers necessary; and
- e. Compilation of data for statistics purpose.

Transfer or Disclosure of Personal Data

6. The personal data collected through the ESS may be disclosed or transferred by the ORO to other bureaux/departments of the Government of the Hong Kong Special Administrative Region (“B/Ds”), organizations, and other parties that the ORO considers necessary to be used for the following purposes and no prior notice will be given: -
 - a. processing of submissions and applications under the Bankruptcy Ordinance (Cap. 6) and its subsidiary legislation and its subsidiary legislation and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and its subsidiary legislation.
 - b. facilitating communication between the User and the ORO or B/Ds, other organizations or other parties that the ORO considers necessary.
 - c. where such disclosure is authorized or required under the laws of Hong Kong or by an order of the Court in Hong Kong.

Data Access and Correction

7. The User has the right of access to and correction of the personal data held by the ORO. If the User maintains a personal profile in the User’s ESS account, the User may access and correct the information/data kept in the personal profile by logging into the User’s ESS account and clicking the “My Account” in the ESS account.
8. If the User’s ESS account is terminated by the ORO and personal data kept in the personal profile of the User’s ESS account are retained by the ORO, the User may request access to or correction of the personal data, by sending a data access request to the Departmental Secretary of the ORO at 10th floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. The ORO has the right to charge a reasonable fee for processing any data access request.

Outsourcing Arrangements

9. The ESS is developed and maintained by a local third-party service provider, and

is operated and administered by the staff of the ORO. The third-party service provider does not have access to the personal data stored in the ESS except when it carries out trouble-shooting of the ESS under the supervision of the ORO's staff. The third-party service provider is bound by a contractual duty to keep confidential any personal data which it comes into contact with in relation to the development and maintenance of the ESS and to protect such personal data against unauthorized access, use and retention.

Language

10. This Personal Information Collection Statement has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

Enquiries

11. Any enquiries regarding personal data privacy policy and practice may be addressed to the Departmental Secretary of the ORO at 10th floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.