

## **Privacy Policy Statement**

Unique Interior Design & Contracting Co. pledges to comply with the requirements of the Personal Data (Privacy) Ordinance, and ensure that our staff will adhere to the guidelines set in the Privacy Policy Statement of the Office of the Privacy Commissioner of Personal Data Hong Kong.

- 1. Provision of personal data is necessary for processing and follow up on the request/enquiry submitted by you. Collected personal data via this website will solely used by Unique Interior Design & Contracting Co, for the distribution of newsletter and follow up on enquiry.
- 2. The submission of personal data is voluntary. However, insufficient personal data may prevent Unique from providing a required service or answering an enquiry. Complete and accurate data are required for prompt reply or future contact.
- 3. Information we collect about you is strictly confidential. We will not disclose any personal information provided by you to any external bodies or organizations unless you have been consulted or we are required to do so by law. Collected personal data is strictly confidential. All data shall not be disclosed to any other third parties unless otherwise directed by Hong Kong laws or other Hong Kong regulations.
- 4. If you wish to access or correct you personal data held by Unique, please submit a request to <u>enquiry@uniquedesign.com.hk</u>
- 5. Unique reserve all rights to remove any improper email address from our mailing list.
- 6. It is possible that any data provided electronically could be observed by a third party in transit. Unique shall not be liable for any loss or damage to you as a result of this.