

Personal Information Collection Statement

1. Purpose of Collection

The personal data collected from you will be used by us, ABC Estate Agency Company, for the purpose of carrying out estate agency work in the sale/purchase/lease of the property/properties which you have appointed/will appoint us as agent to sell/purchase/lease (as the case may be).

It is voluntary for you to provide your personal data. However, if you do not provide sufficient information, we may not be able to provide our estate agency services to you.

* [We intend to use your *[name, telephone number and address]* for the purpose of marketing our estate agency services and providing you with information regarding properties available for sale or lease in the market, but we cannot so use your personal data without your consent. Please sign at the end of this statement to indicate your agreement to such use. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box at the end of this statement.

You may, at any time, request us to cease using your personal data for marketing purposes by informing our Personal Data (Privacy) Officer who may be contacted at *[address/phone number/email address]*.]

2. Classes of Transferees

The personal data you provide to us may be transferred to * [(i) solicitors and/or debt collection companies engaged by us for the purpose of collecting overdue commission or other fees; and (ii)] other parties necessary for us to comply with the applicable legal or regulatory requirements, or orders of competent authorities in the HKSAR or other jurisdictions.

3. Right of Access

You have the right to request access to, and correction of, your personal data held by us. Any such request should be made to the Personal Data (Privacy) Officer of ABC Estate Agency Company at [*address*].

* Delete if inappropriate

* [To: ABC Estate Agency Company

- The customer named objects to the proposed use of his/her personal data in direct marketing mentioned in paragraph 1 above.

Signature of the customer

Name : xxx

Date : yyyy/mm/dd]

Note: This sample is for reference only. Estate agencies should according to their own circumstances prepare a “Personal Information Collection Statement” to comply with the requirements of the Personal Data (Privacy) Ordinance and are advised to seek legal advice, if necessary.