

Sino Development eTender System (“this System”)
Privacy Policy

PERSONAL INFORMATION COLLECTION STATEMENT (“PICS”)

Sino Administration Services Limited and/or its subsidiaries, affiliates or associated companies (collectively “Sino”, “us”, “we”) are committed to complying with the data protection principles and all relevant requirements under the Personal Data (Privacy) Ordinance (Cap. 486 of Laws of Hong Kong) and safeguarding your privacy when collecting personal data or information (“**Personal Information**”) from you. This PICS may change from time to time. Any changes made will be posted on this System.

COLLECTION OF PERSONAL INFORMATION

We collect Personal Information (such as name, email address, postal address and telephone number) from you at the time of your application for a Registered Account under this System (“**Registered Account**”), your use of such Registered Account, and at any other time when you submit tender, request or enquiry through this System. You may be asked to provide us with Personal Information.

The provision of your Personal Information is mandatory. If you do not provide us with the requested Personal Information, we will not open an account for you and/or register you as an approved contractor/supplier and we will not activate your Registered Account at this System, provide you with the necessary information in full, and/or fulfil your requests or respond to your inquiries.

If you provide Personal Information of any third-party to us, you must ensure that you have obtained such third-party’s consent and that such third-party is fully aware of our PICS.

PURPOSE OF COLLECTION AND USE OF PERSONAL INFORMATION

The Personal Information we collect will be used by us for the following purposes inside Hong Kong. This PICS should cover all Personal Information collected throughout different stages starting from accounts’ application, establishment of Registered Accounts, use of this System, till cessation of the Registered Accounts or this System:

- (i) processing your application for a Registered Account;
- (ii) managing or administering your Registered Account;
- (iii) providing you with any services related to your Registered Account or this System;
- (iv) processing, assessing, evaluating, or communicating with you regarding any Tender Submissions submitted by you or any Tender Documents;
- (v) any site visits or briefings organised by us which your employees, officers, owners, members, representatives, or agents may attend and, if necessary, application for permits for the above purposes;
- (vi) to communicate with you in respect of any Tender Documents,
- (vii) to communicate with you in respect of your Registered Account or this System and any related services;
- (viii) the tender process contemplated under this System; and
- (ix) any purposes related to any of the above.

DISCLOSURE OF PERSONAL INFORMATION

Personal Information held by us will be kept confidential. Such Personal Information will only be accessed by our authorized personnel on a need-to-know basis, including but not limited to any member of Sino, any agent, contractor, third-party service provider, insurance companies and/or consultants of Sino, for the purposes set out above. No Personal Information will be disclosed to any unauthorized personnel unless they are required to be disclosed under the laws of Hong Kong.

We will take appropriate steps to protect your Personal Information we hold against loss, unauthorised access, use, modification, or disclosure.

ACCESS TO PERSONAL INFORMATION

You have the rights to access to, to check, to update and to correct your Personal Information held by us at this System via your Registered Account.

For enquiries, you may contact Sino Development Division at Tel.: 2132 8822 or through our website: <https://sino-dev-etender.com/>.

If you want to understand more about Sino's Privacy Policy, you may visit <https://www.sino.com/en/personal-data-privacy-policy/> for more details.

USE OF COOKIES

When you browse this website, cookies may be stored in your computer's hard drive via browser. Such cookies may be retrieved via browser to show the state of your web browser's previous visits to this website. We will not collect any Personal Information from you under this circumstance.

RETENTION OF PERSONAL INFORMATION

Practical steps will be taken by us to ensure that your Personal Information will not be kept longer than necessary, and we will comply with the relevant statutory and regulatory requirements concerning the retention of Personal Information.