



Hong Kong Aero Engine Services Limited

Personal Data Privacy Policy

Hong Kong Aero Engine Services Limited (referred to as “HAESL”, “we” or “us” hereafter) is committed to respect and safeguard the privacy of all personal data collected and/or processed in strict adherence to relevant legal requirements, including the related provisions in the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong. We maintain high standards on how we collect, use, hold and share personal data in a lawful and fair manner.

HAESL may need to process personal data about you (also known as the “data subject” or the “individual”, whether you are an employee, customer, supplier, visitor, event participant, or someone else) as part of our business process or to provide services. The purpose of this Policy is to provide you with our principles and standards of personal data privacy management.

Our Principles

HAESL adopts the following six principles in handling personal data:

Data Collection – We only collect adequate but not excessive personal data for specific purpose(s) directly related to a function or activity of HAESL business. Individuals will be notified of the purpose(s) and the party to whom the data may be transferred prior to collection of the data.

Data Accuracy & Retention – We strive to maintain the personal data collected or processed as accurate as possible. We only keep personal data for as long as we need it. Unless otherwise required by laws or legitimate reasons permitted by laws, personal data which are no longer necessary for the purposes for which they are to be used will be erased.

Data Use – We only use your personal data for the purpose for which the data are collected or for a directly related purpose, unless we obtain voluntary and explicit consent from you with a new purpose stated.

Data Security – We take all reasonably practical measures to ensure that personal data we collect and/or process in all forms are protected from unauthorized access, or being lost or corrupted.

Information Transparency – To individuals who provide personal data to us, we provide information of: (i) the personal data we collect and process, (ii) purpose(s) of processing those data and how we will process them; and (iii) where the data may be transferred to and how.

Your Rights – You have the right to be supplied with your personal data we collect and/or process, and the right to request us to correct any mistakes in the personal data related to you. We will also take reasonably practical steps to fulfil other individual requests related to relevant personal data.

Types of Personal Data Collected and Purposes of Processing

When collecting your personal data, our staff are obliged to inform you of the type(s) of personal data we need and purpose(s) of processing. Below are some of the common types of personal data that we need from you and the purpose(s) of why we need those data:

Occasions in which we collect your personal data	Type(s) of personal data we need	Purpose(s) of processing
If you are a visitor or a contractor, or making a delivery to the HAESL facility	Your name, first four digits or alphabets of your HKID, travel document or company staff card number, your company's name and your role title	To ensure the safety and security of HAESL staff, visitors and premises
If you are an applicant for a job in HAESL	Your name, address, email, phone number, place of residency, employment history and salary, academic qualifications, and personal photo	To allow us to process your job application
If you are a participant of activities or events organized by HAESL	Your name, number of your HKID or travel document, phone number, and your emergency contact name and phone number	To purchase insurance for your participation in the activity or event, and to facilitate our communication related to the activity or event
If you are contacting HAESL through submitted an online form at www.haesl.com	Your name, company name, country of origin, and your email	To allow us to follow up on your comment / query properly and get back to you timely

For other occasions in which HAESL collects your personal data, such as when you join HAESL as a new member of staff, please ask the person who collect your data, or our Data Privacy Officer (through contact information provided below) for further information.

Data Transfer

HAESL may share your personal data to its affiliated companies, third party service providers, or government authorities when permitted or required by law, for the purpose(s) that we present to you upon data collection. Should you wish to obtain further information in relation to the transfer of your personal data, please contact our Data Privacy Officer through the contact information provided below.

Contact Us

Your personal data is important to us, and so are your queries and concerns. If you have any questions or comments regarding the processing of your personal data or this Policy, or if you wish to exercise your rights related to your personal data processed by us, please contact our Data Privacy Officer through:

Email: data.privacy@haesl.com

Online form: <https://www.haesl.com/en/contact-us/contact-us/>

Mail to:

Data Privacy Officer

Hong Kong Aero Engine Services Limited

c/o Senior Management

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