

Privacy Policy and Personal Information Collection Statement (the "Privacy Statement")

Last Update: 8 Nov 2023**

Please note that this Privacy Statement may be amended from time to time without prior notice. You are advised to check for the latest version on a regular basis.

1. Privacy Policy

Our Pledge

We at Run IT Solutions Limited are committed to safeguarding the privacy of individuals with respect to personal data. We ensure that our policies and practices in relation to the collection, use, retention, transfer, and access of personal data comply with the requirements of the Personal Data (Privacy) Ordinance (Chapter 486) under the laws of Hong Kong (the "Ordinance").

Cookies

When you visit our website(s), we record your visit only and will not collect any personally identifiable information from you unless otherwise stated. Cookies used in any part of our website will not be deployed for collecting personally identifiable information. Cookies are small computer files stored on web surfers' computers for obtaining configuration information and analyzing web surfers' viewing habits. They can prevent the need for re-registering when revisiting a website and are commonly used to track preferences relating to the subject matter of the website. You may refuse to accept Cookies by modifying the relevant Internet options or browsing preferences of your computer system, but doing so may inhibit certain functions on our websites.

Collection of Personal Data

At times, you may be required to provide personal data including, but not limited to, your name, company name, telephone number, fax number, postal address, email address, password, account ID, credit card information, bank account number, identification document copies, and details of online transactions. Refusal to provide such information may deny you access to certain parts of our website and services, or may render us unable to handle applications or requests you are making, or may otherwise defeat the objectives of your visit. If you are under the age of 18, consent from your parent or guardian is required before you provide us with personal data.

Use of Personal Data Collected

Specific purposes for which your personal data may be used are set out in our Personal Information Collection Statement below.

Retention of Personal Data

Your personal data and records of your online transactions will be kept and retained by us for a reasonable period for auditing and verifying purposes. Such information will be erased from our system in accordance with our internal policy.

Access to and Correction of Personal Data

Under the Ordinance, you have the right to:

- I. Check whether we hold any of your personal data.
- II. Access your personal data held by us.
- III. Require us to correct any personal data which is inaccurate.
- IV. Ascertain our policies and practices established (from time to time) in relation to personal data and the types of personal data held by us.

If you wish to access or correct your personal data provided to us, or if you want to ascertain our policies and practices in relation to personal data and the kind of personal data held by us, please contact our customer services at (852) 8124 1233 or email at admin@runitsolutions.hk

We will respond within 40 days after receiving your request. We may charge a reasonable fee for each personal data access request; however, such fee will be waived if the data access request is made for the purpose of correcting your personal data.

Security

All personal data you provide to us is secured on our website with restricted access by authorized personnel only. Our online registration process uses the SSL protocol link for data transmission to protect your data by encrypting it in a secure format to ensure its privacy is maintained.

2. Personal Information Collection Statement

As a customer of our company or as a visitor to our websites (including but not limited to <http://www.runitlimitedsolutions.hk>), it may be necessary for you to provide us with your personal data when you apply to us and/or continue a service subscription with us. If your personal data is incomplete or incorrect, we may not be able to provide or continue to provide services to you.

We shall keep your personal data confidential at all times. Our policies and practices with respect to the collection, use, retention, disclosure, transfer, security, and access of personal data will be in accordance with the Ordinance and this Privacy Statement.

We may use and retain the personal data you provided to us for the following purposes and for other purposes as may be agreed between you and us or required by law from time to time:

- A. Processing your service application.
- B. Providing you with the services.
- C. Subject to your consent, we may use your personal data (including your name, company name, telephone number, fax number, postal address, and email address) for marketing, promotional, and customer relationship management purposes for certain goods and/or services related to us via telephone calls, SMS messages, email, direct mailings, and social media.
- D. The normal management, operation, and maintenance of the service.
- E. Designing new or improving existing services provided by us, our websites, our vendors, or our service partners.
- F. Investigation of complaints, suspected suspicious transactions, and research for service improvement.
- G. Prevention or detection of crime.
- H. Disclosure as required by law.

We may disclose and transfer (whether in Hong Kong or overseas) your personal data to the following parties to use, disclose, process, or retain your personal data for the purposes mentioned above:

- I. Our service vendors, contractors, and other service partners for the provision of products and/or services that you ordered and/or subscribed to.
- II. Banks, financial institutions, and credit providers.
- III. Debt collection agencies, credit reference agencies, and security agencies.
- IV. Regulatory bodies, law enforcement agencies, and courts.
- V. Our professional advisers, and any other persons under a duty of confidentiality to us.
- VI. Any of our actual or proposed assignees or transferees of our rights with respect to you.

If you do not wish to receive direct marketing promotional information from us with respect to the products/services mentioned above, or do not wish us to disclose, transfer, or use your personal data for the aforesaid direct marketing purposes, please contact our customer services hotline at (852) 8124 1233 or email at admin@runitsolutions.hk