

Hong Kong Centre Privacy Policy

At Radha Soami Satsang Beas Society Hong Kong Limited and Sant Mat Research Foundation Limited (“**we**” or “**us**”), we are committed to the protection of your personal data in compliance with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) (“**PDPO**”). This Privacy Policy explains how we collect, use and store your personal data.

Types of Personal Data We Collect

The personal data we collect from you will depend on our engagement with you, and may include:

1. your title, name, age, address, place of residence, gender and contact details;
2. for membership registrations and initiation applicants and verifications, we also collect your date of birth, your marital status, details of your initiation (such as the date, location, by whom you were initiated and whether or not you were initiated as a couple);
3. for travel and accommodation, we also collect your date of birth, marital status, photograph and your identity/travel document and visa details; and
4. for seva applications, we also collect your profession and expertise (to help us allot the best suitable seva), as well as any certificates of specific trainings (required for seva such as First aid, use of some vehicles and tools).

The information to be collected will be clearly set out in the relevant form or collection channel. We will inform you at the time of collection whether it is obligatory or voluntary to supply your personal data. If you fail to supply personal data that we indicate is obligatory, we may not be able to engage with you for the intended purposes fully or at all.

If you provide the personal data of another person to us (e.g. of your family members), you confirm that you have obtained that person’s consent to provide their personal data to us for the purposes stated in this Privacy Policy.

Purposes of Collection

We will only use personal data collected from you for one or more of the following purposes (or any directly related purposes):

1. to identify and verify your identity, and to register you as a member;
2. for initiation applications and verifications;
3. to arrange your accommodation and travel for satsang programmes;
4. to arrange seva projects, and to register you for specific projects from time to time;
5. to establish and maintain a record of your attendance or involvement in any of our meetings, projects or services;
6. to provide services you have requested from us;
7. (if you are a donor) to receive, process and record your donations;
8. to keep you informed of new developments, trainings, workshops, meetings, projects or services we believe may be of interest to you;
9. to fulfil the purposes and objects as prescribed in our Constitution including the dissemination of the teachings of Sant Mat;

10. to communicate with you in respect of any of the above and to answer your inquiries;
11. to communicate with service providers and vendors;
12. for research and data or statistical analysis purposes; and
13. to comply with legal obligations, applicable laws, regulations and court orders.

Transfer of Personal Data

We may disclose and transfer your personal data to the following parties (whether within or outside Hong Kong) for the purposes stated above:

1. to the extent necessary, with Radha Soami Satsang Beas in India ("**RSSB**") and RSSB international affiliates;
2. accommodation and travel providers for the purpose of booking and obtaining their accommodation and travel services;
3. our professional advisers (including insurers, lawyers and auditors) and other third party service providers providing services such as information technology, cloud hosting, research and analytics and processing payments for donations;
4. our programme or project partners; and
5. any relevant law enforcement agency and governmental, regulatory or judicial authority or body to comply with legal obligations, applicable laws, regulations or court orders or their reasonable request.

Except as indicated above, we will not use or disclose your personal data without first seeking your consent, unless authorised or required by law.

Data Retention and Security

Initiation data is kept indefinitely as part of RSSB's and our archived records. All other personal data is kept only for as long as necessary for the purpose for which it was provided.

We take reasonable measures to safeguard and secure the personal data which we hold to protect it from any unauthorized or accidental access, processing, erasure, loss or use.

Access and Correction of Personal Data

You may opt out of any communication from us. You have the right to request access to and correction of your personal data as provided in the PDPO. This includes the right to obtain a copy of your personal data and the right to correct any of your personal data held by us if it is incorrect.

If you have any questions relating to your personal data or if you would like to request for access to and/or correction of your personal data, please write to the Chairperson at the below address or by email at info@rssb.org.hk.

27 Floor, Tower B, Billion Centre
1 Wang Kwong Road
Kowloon Bay, Hong Kong
Attention: Chairperson