Privacy Notice

Banks Instruments Limited | Hong Kong | Draft Template - Not for Execution

Regulatory capacity: any regulated activity described in this template must be performed only under the verified licence or exemption [INSERT], or by the named licensed third-party provider [INSERT]. Any security amount is contractual transaction security under definitive documents and is not a bank deposit or customer deposit with Banks Instruments Limited.

Scope and data user

This notice explains how Banks Instruments Limited collects, holds, processes and uses personal data in connection with its website, enquiries, applications, due diligence, broker network and transaction coordination. For the purposes of Hong Kong's Personal Data (Privacy) Ordinance (Cap. 486), the data user is Banks Instruments Limited, company number [INSERT], registered address [INSERT].

The Data Protection Contact is [NAME OR TITLE], [POSTAL ADDRESS], [SECURE REQUEST CHANNEL]. Non-sensitive procedural questions may be sent to compliance@banksinstruments.com. Identity documents, bank statements and other sensitive records must be submitted only through the approved secure channel.

Data collected

Banks Instruments may collect identity and contact details; passport and address evidence; date of birth, nationality and tax information; employment, business and ownership information; bank, payment, source of funds and source of wealth information; transaction documents and communications; device, log and website usage information; sanctions, politically exposed person, litigation, insolvency and adverse media information; and records supplied by banks, brokers, advisers, counterparties and due diligence providers.

Mandatory and voluntary data

Application fields marked required are mandatory for the stated due diligence or transaction purpose. If required data is not supplied, Banks Instruments or a relevant provider may be unable to assess the application, satisfy legal or bank requirements, open an engagement or continue a transaction. Fields marked optional are voluntary and do not affect review unless they later become necessary for a disclosed purpose. The collection screen or form should identify required fields before submission.

Sources

Data may be collected directly from the individual, from an authorized company or representative, from introduced parties, banks and professional advisers, and from lawful public or commercial databases. A person submitting another individual's data must have authority to do so and must give that individual this notice where required.

Purposes of use

Personal data may be used to respond to enquiries; manage applications and client records; verify identity, beneficial ownership, authority, source of funds, source of wealth and transaction purpose; conduct sanctions, politically exposed person, fraud, bribery and other compliance screening; assess and coordinate services and transactions; communicate with banks, licensed providers, brokers and advisers; manage invoices, commissions, disputes, security and records; protect systems and legal rights; and comply with law, regulation, court orders and professional obligations.

Banks Instruments will not use personal data for a new purpose unrelated to the purpose stated at collection unless the individual has given the consent required by the Ordinance or another lawful basis applies.

Classes of transferees

Personal data may be supplied to banks, issuers, receiving institutions, licensed lenders or investors, custodians, trustees, escrow agents, paymasters, counsel, auditors, insurers, brokers, identity and compliance providers, technology and hosting providers, courts, regulators and law enforcement authorities. Information should be limited to what the recipient reasonably needs for its disclosed role.

Direct marketing

Banks Instruments will use personal data for direct marketing only after providing the notice and obtaining the consent required by the Ordinance. The consent request must identify the kinds of personal data, classes of services and classes of marketing recipients involved. Personal data will not be provided to another person for gain for direct marketing without the individual's express written consent where required.

An individual may withdraw direct marketing consent at any time without charge through [OPT OUT CHANNEL]. Banks Instruments will stop the affected marketing use and retain only the suppression information needed to respect the request.

Overseas processing and transfers

Financial transactions may require data to be accessed or processed outside Hong Kong. Before an overseas transfer, Banks Instruments should assess the destination, recipient, purpose and security; use contractual restrictions, access controls, encryption and data minimization

appropriate to the risk; and follow applicable requirements of the Ordinance, including section 33 if and when it applies, together with relevant guidance from the Privacy Commissioner for Personal Data.

The principal processing locations and recurring overseas recipients are [INSERT]. A person may request further information from the Data Protection Contact, subject to security and confidentiality restrictions.

Security

Banks Instruments uses administrative, technical and physical safeguards designed to protect personal data against unauthorized or accidental access, processing, erasure, loss or use. Access is limited by role, and service providers should be subject to confidentiality and security obligations. No internet system is completely secure, so sensitive data must not be sent through ordinary email.

Retention

Personal data is retained only as long as necessary for the stated purposes, applicable legal and regulatory duties, dispute limitation periods, fraud prevention and defensible deletion controls. The approved retention schedule for each record class is [INSERT]. Data may be preserved longer under a legal hold, regulatory requirement or active claim.

Access and correction

Subject to the Ordinance, an individual may request access to personal data held about them and correction of inaccurate data. Requests should be made in writing to the Data Protection Contact at [POSTAL ADDRESS OR SECURE CHANNEL]. Banks Instruments may require verified identity, use the prescribed form where applicable, charge only a fee permitted by law and respond within the statutory period. If access or correction is refused, the reason will be recorded and given where required.

Cookies and online data

The website may use essential cookies and, after any required notice or consent, analytics or preference tools. The published cookie settings must identify the tools actually deployed, purposes, retention and available controls.

Complaints and changes

Privacy questions or complaints should first be sent to the Data Protection Contact. An individual may also contact the Hong Kong Privacy Commissioner for Personal Data where applicable. This notice may be updated when services, providers or legal requirements change. The effective date is [INSERT].