

## **Small and Medium Enterprises (SME) Loan Guarantee Scheme - Important Note on Personal Data Collection**

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The Trade and Industry Department is committed to ensuring that all personal data submitted under various applications and notifications are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

### **Purpose of Collection of Personal Data**

Personal data provided in applications/notifications under the SME Loan Guarantee Scheme (the Scheme) will be used by Trade and Industry Department for considering and processing applications for government guarantee/requests for government payment under the Scheme, and for other related purposes. Incomplete or inaccurate information provided in the applications/notifications may affect the consideration and processing of the applications/requests, and may result in their being deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

### **Transfer of Personal Data**

The data collected in the applications/notifications will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications/requests, is authorised or required by the law, or if explicit consent to such disclosure is given by the applicant/data subject.

### **Rights of Access to and Correction of Personal Data**

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to Trade and Industry Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with.

### **Contact Person**

Requests for access to personal data submitted under various applications/notifications should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Integrated Customer Service Centre on 13/F of the Trade and Industry Tower or can be downloaded from the Trade and Industry Department's webpage ([https://www.tid.gov.hk/en/public\\_services/forms/others.html](https://www.tid.gov.hk/en/public_services/forms/others.html)), to the Office Manager of the SME Loan Guarantee Scheme Section (15/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong).