

# **Privacy Policy**

Harmony Mansion is committed to protecting your privacy. The following Privacy Policy describes the information we collect from you and the way in which Harmony Mansion manages the information to better serve the needs of our guests. Please read the following policy carefully before using this website. Accessing and using this website indicates that you accept and abide by this Privacy Policy.

## **Collection of Personal Information**

Generally, the personal information we collect include, without limitation, your name, telephone number, email address and country of living. The provision of this information is voluntary but if any of the information is unavailable, we may not be able to provide you with some or all of our services.

## **Use of Personal Information**

Harmony Mansion respects the privacy of your personal information. Your personal information is collected to assist us in processing your enquiries and reservation, delivering our best customer service to fulfill your needs while staying with us, as well as updating you by email of the latest news of our properties and promotional offers which may be of interest to you. You may also be invited to participate in research survey for your opinion on our current and/or potential services and facilities for our service enhancement. If you no longer wish to be contacted by us in the future, please send an email to [mkt.ha@mhh.com.hk](mailto:mkt.ha@mhh.com.hk) with “unsubscribe” in the email subject. We will not send you emails regarding any third party products or services without your consent.

## **Disclosure of Information**

We will not rent, sell, give away or make publicly available your personal information provided to third parties except when legally required or upon governmental request, we may disclose your personal information without notice. We may also exchange information, including your personal information, with other companies and organizations for credit fraud protection and risk reduction.

We reserve the right to share or transfer the database (including any personal information provided by you) maintained by us in connection with our businesses, or share with any of our properties under Man Hing Hong Group and where applicable to our Group.

Your personal information will be stored and kept secure and in strict confidence. We will take reasonable precautions to prevent the loss, misuse or alteration of your personal data.

### **Information Access and Update**

To protect your personal information, all requests for the access to your personal data is subject to the identity proof. If you wish to access or update your personal details, or request to be removed from our records, please contact us:

- By email: [mkt.ha@mhh.com.hk](mailto:mkt.ha@mhh.com.hk)
- By fax: 2869 6228
- By letter: 380-394 Hennessy Road, Wan Chai, Hong Kong

### **Contact Information**

If you have any questions or comments regarding this Privacy Policy, please contact us at [mkt.ha@mhh.com.hk](mailto:mkt.ha@mhh.com.hk).