

## **Personal Information Collection Statement**

This Statement is made by Link Asset Management Limited (“**Link Asset Management**”), as manager of Link Real Estate Investment Trust (“**Link REIT**”) and Link Properties Limited (collectively “**we**”, “**our**”, “**Link**” or “**us**”), in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong Special Administrative Region (“**the PDPO**”). This Statement intends to notify you why your personal data is collected, how it will be used, to whom the personal data will be transferred and to whom data access requests are to be addressed.

For the purpose of this Personal Information Collection Statement the following terms are defined as follows:-

“*Link University Scholarship*” means the scholarship programme established by Link in 2015/2016 under Link Together Initiatives (defined below) with an aim to support undergraduates who are the first university students among the three generations of their families to study at one of the Hong Kong universities (“**Link Scholarship**”).

“*Link Scholars Alumni*” means a programme that provides activities and/or opportunities to broaden the horizon of all the awardees of the Link Scholarship.

“*Link Together Initiatives*” means the flagship charity and community engagement programme to support charitable organizations to launch service and/or community projects that benefit the communities near Link REIT’s properties, with the objective to advance sustainable development in the communities served by Link and to further Link’s vision of serving and improving the lives of those around us. For more details about Link Together Initiatives, please visit Link’s website:

<http://www.linkreit.com/EN/corporate/Pages/linktogetherinitiatives.aspx>

The *Link Summer Internship Programme* provides opportunities for current undergraduate and post-graduate students to gain commercial exposure and practical work experience in Link’s Hong Kong and China offices during summer holiday. The application period usually starts around April/May, followed by assessment and interview in May where placements are confirmed in June. Interns are expected to join us in July for a period between 6 and 8 weeks. For more information, please visit

<https://www.linkreit.com/en/careers/youngProfessional/?contentType=MAP..>

The *Link Management Associate and Management Trainee Programme* are a 2-year talent programme dedicated to nurturing future talent pipeline for the real estate asset management industry. This accelerated programme offers customized career plans, structured cross-functional job rotations and cross-border attachments with ongoing mentoring and coaching support to create diversified experience and exposure for our young talents. Management Associate Programme targets degree holders with 3-5 years’

experience while Management Trainee Programme targets fresh university graduates with less than 3 years' working experience. For more information, please visit <https://www.linkreit.com/en/careers/youngProfessional/?contentType=MAP>.

(Link Scholarship, Link Scholars Alumni, Link Together Initiatives, Link Summer Internship Programme and Link Management Associate and Management Trainee Programme are collectively referred to as the "Link's Programmes")

#### Types of Personal Data

We will collect the personal data from the applicants including but not limited to the name, email address, gender, contact telephone numbers, school name (where applicable), position at school (where applicable) and other personal data as required under the application form of the Link's Programmes and photos/ videos taken at the activities held under the Link's Programmes.

#### Use - How Your Data May Be Used

Personal data held by us will be used in the following manner:

1. to facilitate the selection for application, administration (including checking eligibility and qualification), verification of identity, communication, liaison, updating, continuation, operation or related administrative matters of applications made to Link's Programmes;
2. to facilitate invitation, recruitment, promotion (including future promotion) on any medium or channel), liaison and communication of:-
  - (a) Link Scholarship activities and events including promotional or marketing activities related thereto;
  - (b) Link Scholars Alumni activities and events such as volunteer service, community engagement project, seminar, company visit, mentorship programme, marketing events, school fairs, benefits, interview and sharing activities or any promotional or marketing activities related thereto;
  - (c) Link Together Initiatives activities and events including promotional or marketing activities related thereto;
  - (d) Link Summer Internship Programme recruitment and related activities (including promotional or marketing activities related thereto);
  - (e) Link Management Associate and Management Trainee Programme recruitment and related activities (including promotion or marketing activities related thereto).

(collectively "**Activities and Events**")

3. to facilitate internal statistics and analysis of the success of the Link's Programmes;
4. to make disclosure when required by law, regulation or court order of any jurisdiction and/or as requested by any government, regulatory or law enforcement authority or administrative organization, which may be within or outside Hong Kong Special Administrative Region;

5. to establish legal claims or defences; obtain legal advice, and / or exercise, defend and/or protect the rights or properties of Link, Link's contractors, agents and third party service providers of any of Link's Programmes including identifying, contacting or bringing legal action against any person who may be interfering with any such rights or properties (whether intentionally or otherwise) and/or where any third party may be harmed or property of any third party may be damaged by such interference.

You are not obliged to provide your personal data to us, but if you do not, we may not be able to use your personal data for the above purposes and in particular you will not be eligible for consideration or participation in any of the Link's Programmes.

If you are under the age of 18, you must obtain your parent or guardian's consent before providing any personal data to us.

#### Use of Personal Data in Direct Marketing

We intend to use your personal data in direct marketing, and we may not so use your personal data unless we have received your consent (which includes an indication of no objection to the intended use).

Furthermore, we intend to provide your personal data to all or any of the following parties ("**Related Parties**") for use by them in direct marketing, namely all the special purpose vehicles of Link REIT, the subsidiaries(if any) of Link Asset Management and/or Link Properties Limited and any agent, contractor or third party service provider so engaged by them. However, we may not so provide the data unless we have received your consent (which includes an indication of no objection to the intended provision). Please note that the personal data may be provided for gain by us.

We would like to use your name and contact details (such as telephone number, email address and/or correspondence address) for marketing the following services, products and promotional events through various communication means such as direct-mail, email, telephone, SMS, printed matter, newsletter, brochure and leaflet. The services, products and promotional events include but not limited to invitation, recruitment, promotion, liaison and communication of the Activities and Events of Link's Programmes.

If you AGREE to our use of your personal data for the captioned direct marketing purposes, please TICK THE BOX indicating your AGREEMENT to receiving direct marketing materials in the consent declaration and/or application form (collectively, the "**Forms**"). If you tick the box accompanied with your signature on the Forms, you AGREE that we may use your personal data for the captioned direct marketing purposes. If you do not tick the relevant box, by virtue of signing the Forms you do not agree that we may use your personal data for the relevant direct marketing purposes.

You may, at any time without charge, choose to opt-out from us using your personal data for direct marketing by writing to us at Link Asset Management Limited, 20/F, Tower 1, The Quayside, 77 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong (Attention: Link Together Initiatives Secretariat), or by email to [linktogetherinitiatives@linkreit.com](mailto:linktogetherinitiatives@linkreit.com).

### **Transfer of Your Personal Data**

Personal data held by us will be kept confidential, but we may disclose/transfer such data to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in this Statement:

1. all the special purpose vehicles of Link REIT and the subsidiaries (if any) of Link Asset Management and/or Link Properties Limited, your secondary school and your university (if any) in connection with the operation of or in relation to the Link's Programmes;
2. any agent, contractor (including project consultant or coordinator) or third-party service provider of activities of the Link's Programmes who provides consulting, coordination, administrative, telecommunications, computer, payment, content, information or other communication or marketing and promotional services to us in connection with the operation of or in relation to the Link's Programmes;
3. any agent, contractor or third-party service provider who assists us to carry out direct marketing activities as per above;
4. any person under a duty of confidentiality to us or who has undertaken to keep your personal data confidential and use them in strict compliance with the requirements of the PDPO (such as accountants, legal advisors and other advisors);
5. any government, law enforcement authority or administrative organization; and
6. any person to whom we are under an obligation under law to make disclosure.

### **Personal Data Security**

We strive at all times to ensure that your personal data will be protected against unauthorized or accidental access, processing, erasure or other use. We have implemented appropriate physical, electronic and managerial measures to safeguard and secure your personal data.

### **Retention of Data**

We will keep your personal data for a reasonable time to fulfill the purpose for which the data was collected or comply with the relevant rules, regulations and laws of Hong Kong. Personal data which is no longer required will be destroyed.

### **Data Security**

Your personal data will be kept in the office of Link Asset Management and/or Link Properties Limited or by the service providers engaged by Link Asset Management and/or Link Properties Limited and are accessible only to our authorized employees and service providers.

### **Data Access/Correction Requests**

Under the PDPO, any individual has the right to request access to and correction of his or her personal data held by us. In accordance with the terms of the PDPO, Link Asset Management has the right to charge a reasonable fee for the processing of any data access

request.

If you wish to access or correct your personal data held by us, please send your request to:

Corporate Data Privacy Officer  
Link Asset Management Limited  
20/F Tower 1 The Quayside  
77 Hoi Bun Road  
Kwun Tong  
Kowloon  
Hong Kong  
or by e-mail: [PersonalDataPrivacy@linkreit.com](mailto:PersonalDataPrivacy@linkreit.com)

### **Language Versions**

In case of discrepancies between the English and Chinese versions of this Statement, the English version shall apply and prevail.

## 附件

### 收集個人資料聲明

本聲明是由領展資產管理有限公司（「領展資產管理」）（作為領展房地產投資信託基金的管理人）及領展物業有限公司（統稱「我們」或「我們的」或「領展」）根據香港特別行政區法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）而作出。本聲明旨在通知閣下我們收集閣下個人資料的原因、將如何使用該等資料、個人資料將轉交何人及應向誰提出查閱資料的要求。

本收集個人資料聲明中有下列定義：

「領展大學生獎學金」（下稱「領展獎學金」）為領展「愛·匯聚計劃」於 2015/16 年度開始設立，目的為獎勵家庭三代中首代入讀香港本地大學的本科生；

「領展同學會」為領展獎學金得獎者提供不同類型的活動及擴闊視野的機會；及

領展「愛·匯聚計劃」為領展的旗艦慈善及社區參與項目，旨在支持慈善機構在領展物業鄰近地區開展社區服務，促進社區可持續發展，實踐領展「服務社群並提升社區人士生活質素」的抱負。有關領展「愛·匯聚計劃」詳情，請瀏覽領展網頁

<http://www.linkreit.com/TC/corporate/Pages/linktogetherinitiatives.aspx>。

#### 領展暑期實習計劃

領展每年都會為本科生和研究生提供暑期實習計劃，並在我們香港或中國內地的辦公室汲取商業和實戰工作經驗。我們通常在每年的 4、5 月開始接受申請，5 月進行評估和面試，成功被取錄的同學將於 6 月收到通知，並於 7 月展開為期 6 至 8 個星期的實習。詳情請瀏覽 <https://www.linkreit.com/en/careers/youngProfessional/?contentType=MAP>。

#### 領展管理培訓生計劃

為期兩年的領展資深管理培訓生 / 管理培訓生計劃，旨在為房地產資產管理行業培育未來的人才。這個計劃為管理培訓生提供定制職業計劃、跨職能的工作輪換、跨境實習，及持續的專業指導，好讓他們取得豐富和多元化的經驗和視野。資深管理培訓生歡迎具 3-5 年工作經驗之大學畢業生，而管理培訓生計劃歡迎具 3 年以下工作經驗之大畢業生或現屆準畢業生申請。詳情請瀏覽

<https://www.linkreit.com/en/careers/youngProfessional/?contentType=MAP>。

（領展獎學金、領展同學會、領展「愛·匯聚計劃」、領展暑期實習計劃及領展管理培訓生計劃，統稱為「領展計劃」）

## 個人資料類型

我們根據領展計劃申請表格的要求所**收集包括但不限於**申請人的個人資料包括姓名、電子郵件地址、性別、聯繫電話號碼、學校名稱(如適用)、學校職位(如適用)及其他由領展計劃所舉辦的活動中所拍攝的照片或多媒體錄像紀錄。

### 用途 - 閣下資料的可能用途

我們持有的個人資料將被用於：

1. 領展獎學金及相關活動的行政及運作事宜，包括但不限於申請甄選、資格審查、身份查核、聯絡、資訊發放、更新維護，及/或其他相關行政事宜；
2. 為以下計劃作出包括但不限於邀請、招募、推廣（包括計劃後之推廣及在任何宣傳渠道）及聯絡之用：
  - a) 領展獎學金及與其相關的宣傳及/或市場推廣活動；
  - b) 領展同學會所舉辦的活動，例如義工服務、社區參與活動、講座、企業參觀、友師計劃、市場推廣活動、學校活動、慈善活動、訪問、分享及與其他相關的宣傳及/或市場推廣活動；
  - c) 領展「愛·匯聚計劃」相關活動，包括宣傳及/或市場推廣活動；
  - d) 領展暑期實習計劃的招募及相關活動（包括用作推廣及宣傳的相關活動）；
  - e) 領展管理培訓生計劃的招募及相關活動（包括用作推廣及宣傳的相關活動）；  
(統稱“**相關活動**”)
3. 用作內部統計及分析，以計算領展計劃成效；
4. 因應任何法律、法規或法院命令，及/或任何政府、監管機構、執法機關或行政組織（在香港特別行政區境內或外）之要求而作出資料披露；
5. 為進行法律申索或抗辯，徵詢法律意見及/或在行使、捍衛及保護領展及/或領展計劃之承辦商、代理人及第三方服務商的權利或財產，當中包括對任何以下人士所造成的干擾行動（不論屬於蓄意或無意）進行識別、聯絡或採取法律行動：任何人士干擾上述人士的權利或財產及/或任何人士干擾第三者造成第三者因這干擾行動而受到傷害或其財產受到損害。

閣下沒有義務向我們提供閣下的個人資料，但如閣下不提供個人資料，我們將無法使用閣下的個人資料於以上用途，包括用作閣下申請及/或參與領展計劃之審批。

倘若閣下年齡未滿 18 歲，閣下必須徵得閣下的家長或監護人同意，方可向我們提供任何個人資料。

### 將個人資料用於直接促銷用途

我們擬將閣下的個人資料用於直接促銷用途，但除非我們已得到閣下的同意（包括表示不反對擬作之用途），否則我們不會如此使用閣下的個人資料。此外，我們擬提供閣下的個人資料予以下全部或其中任何人士（「關連人士」）作為他們直接促銷用途，包括領展房地產投資信託基金所持有的所有特別目的投資工具及領展物業有限公司及/或領展資產管理有限公司旗下的附屬公司(如有)及上述公司之承辦商、代理人及第三方服務商。但除非我們已得到閣下的同意（包括表示不反對擬作出之提供），否則我們不會如此提供閣下的個人資料。請注意我們在提供閣下的個人資料一事當中可能獲取收益。

我們會使用閣下的姓名及聯絡資料(例如電話號碼、電郵地址及/或通訊地址)，並透過信函、電郵、電話、短訊、印刷品、通訊、小冊子及宣傳單張等不同的通訊途徑促銷包括但不限於作出邀請、招募、宣傳及聯絡有關領展計劃的相關活動。

倘閣下同意我們使用閣下的個人資料作上述直接促銷用途，請於同意聲明及/或申請表格內(統稱為「表格」)的有關部分加上✓號，表示同意收取直接促銷材料作直接促銷用途。倘閣下簽署表格並加上✓號，即表示閣下同意我們可使用閣下的個人資料作有關的直接促銷用途。倘閣下簽署表格卻並未有加上✓號，即表示閣下不同意我們可使用閣下的個人資料作有關的直接促銷用途。

閣下可於任何時間選擇不准許我們使用閣下的個人資料作直接促銷用途或提供閣下資料予關連人士，以供該等人士作直接促銷用途，請以書面通知領展資產管理有限公司，地址為香港觀塘海濱道77號海濱匯1座20樓（收件人：領展「愛·匯聚計劃」秘書處），或電郵至 [linktogetherinitiatives@linkreit.com](mailto:linktogetherinitiatives@linkreit.com)，而閣下毋須就此繳付任何費用。

## 閣下個人資料的轉交

我們將會對持有的個人資料保密，但我們可能向下列人士披露及/轉交有關個人資料（不論在香港特別行政區以內或以外），以用作本聲明所載用途：

1. 領展房地產投資信託基金的所有特別目的投資工具及領展資產管理及/或領展物業有限公司的附屬公司(如有)，你的中學及大學（如有）就有關領展計劃的運作；
2. 就有關領展計劃的運作及/或其相關活動，向我們提供顧問、統籌、行政、電訊、電腦、付款、內容、資訊、溝通或其他推廣服務的任何代理人、承包商（包括計劃顧問及統籌）或第三方服務提供者；
3. 協助我們就上述活動進行直接促銷或推廣服務的承辦商、代理人及第三方服務商；
4. 對我們負有保密責任，或承諾為閣下的個人資料保密，且於使用時嚴格遵守《私隱條例》規定的任何人士(例如會計師、法律顧問及其他顧問)；
5. 任何政府、執法機構或行政組織；及

6. 法律規定我們有責任向其作出披露的任何人士。

## 個人資料的安全保障

我們一向致力確保閣下的個人資料受到保護，以免在未經授權或意外的情況下被查閱、處理、刪除或用作其他用途。我們已執行各項適當的實質、電子及管理措施，以保障及確保閣下個人資料的安全。

## 資料保留

我們會將閣下的個人資料保存一段合理時間，以達到收集該等資料的目的或遵守香港的相關規則、規例及法律。不再需要使用的個人資料將被銷毀。

## 資料安全保障

閣下的個人資料將存放於領展資產管理及/或領展物業有限公司的辦事處，或領展資產管理及/或領展物業有限公司委聘的服務供應商，並僅將提供予獲得我們授權的僱員及服務供應商查閱。

## 查閱 / 改正資料的要求

根據《私隱條例》，任何人士均有權要求查閱及改正由我們就該人士持有的個人資料。根據《私隱條例》的條款，領展資產管理有權就處理任何資料查閱要求收取合理費用。

倘閣下有意查閱或改正閣下由我們持有的個人資料，請將有關要求送交下述地址：

香港九龍觀塘

海濱道 77 號

海濱匯 1 座 20 樓

領展資產管理有限公司

公司資料私隱主任收

或電郵至：[PersonalDataPrivacy@linkreit.com](mailto:PersonalDataPrivacy@linkreit.com)

語言版本

本聲明中英文版本倘有歧異，概以英文版本為準。