

# Personal Information Collection Statement

October 2024

This Personal Information Collection Statement includes details on the purposes for which your personal data will be used following collection, to whom your personal data may be transferred or disclosed, how long we keep your personal data, and how to access and correct your personal data, in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). Please read this Personal Information Collection Statement together with our [Privacy Policy](#).

## For clients (and prospective clients)

It is voluntary for you to provide personal information to Howse Williams, and you may choose to disclose such information to us directly or indirectly through a representative. As a client, you will likely provide information to us at the start of our engagement with you, or during the course of us providing services to you.

We will only use your personal data fairly and where we have a lawful reason to do so. Your personal information may be used for the following purposes:

1. To understand your needs and provide you with legal and other services
2. To fulfil our legal, regulatory, or risk management obligations
3. For ongoing operations, administrative, accounting, reporting, account maintenance and other processes

We may use your personal data for other purposes if you have expressly given your consent.

We may disclose your personal information to the following recipients and categories of recipients:

- (i) third party service providers (including, but not limited to, translation, printing, transcription, document review, parties involved in hosting or organising events, debt collection agencies) engaged in connection with the oversight, safekeeping, administration, distribution or operation of Howse Williams, in order to process the data for the above-mentioned purposes;
- (ii) other legal specialists including third party law firms (for the purpose of obtaining foreign legal advice), barristers, mediators, arbitrators, consultants or experts engaged in a matter;
- (iii) competent authorities (including regulators and tax authorities), courts and bodies as required by applicable law or requested by such entities or to affiliates for investigations and reporting;
- (iv) financial institutions (in connection with invoicing and payments); and

(v) our professional indemnity insurers and brokers.

Howse Williams may also share your personal information to establish or protect the firm's legal rights, property, or safety, or the rights, property, or safety of others, or to defend against legal claims.

### **For job applicants**

If you are enquiring about a position with us, we will ask for your CV and any information relevant to your application. We will use personal information about you in connection with recruiting you, processing your application for the position, and if applicable, extending an offer to you. Any personal information submitted as part of a job application will only be used in connection with such application.

### **Marketing**

Where you have given us your consent, we may use your personal information to provide you with details of new services, firm news, legal updates and invitations to seminars and events. You have the opportunity to opt out at any time by contacting us.

### **Data retention policy**

We do not keep your personal data for any longer than is necessary to fulfil the purpose for which we collected it, or to comply with any legal, regulatory or reporting obligations.

We will retain information from client for a minimum period of seven years from the date on which the client ends its relationship with us, or for as long as required for us to comply with regulatory or other legal obligations.

### **Rights of access and correction**

You are entitled to request a copy of your personal data held by us, unless we are exempted from complying with a data access request. If there are any inaccuracies in the personal data we hold about you, please contact us and we will correct them.

### **Changes to the Personal Information Collection Statement**

Howse Williams reserves the right to update this Personal Information Collection Statement. If you have any questions about this Personal Information Collection Statement, please contact us.

Where you have been invited to contact us in the above and wish to do so, please find our contact details at our [Contact Us](#) page.

**Howse Williams**