

## **Privacy Policy**

### **1. General**

This Privacy Policy (the "Policy") sets out the principals and practices of Altech Operating System Limited (the "Altech", "We") in collection, use, processing, disclosing and protection of users' personal data in compliance of the Personal Data (Privacy) Ordinance (Cap.486 of the laws of Hong Kong) (the "PDPO").

In general, users (the "User", "You") of our web-site [altechopersys.com](http://altechopersys.com) (the "Web-site") may visit it without identifying yourself or revealing any of their personal data.

However, some of Web-site sections may require You to give us your personal data. If You opt to provide us your data, We will use them ensuring compliance with the standards of confidentiality.

### **2. Personal Data**

Personal data means any data - (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable.

### **3. Personal Data Collection**

We may collect your Personal data, such as name, email address and telephone number from You when you wish to contact us for any purpose, whether for obtaining information about our services and solutions, booking a demo or for any other enquiry, or for giving us feedback.

### **4. Personal Data Use**

Personal data collected will be used for purposes such as verifying your identity, sending you information or contacting you when we reply to you.

Personal data collected shall be used only for the purpose for which they were collected. Altech shall not collect, use or transfer your Personal data for direct marketing purposes.

If other than specified herein occasions arise when we collect Personal data from you, we will inform you regarding the purpose for which they are collected. Personal data shall not be collected for a new purpose, without your consent.

### **5. Personal Data Retention**

Personal data will only be retained for as long as We need it for the purposes of use stated in this Policy, unless any such erasure is prohibited under the law or it is in the public interest not to have the data erased.

Altech will erase any Personal data it may hold by means of digital deletion and physical destruction in accordance with its internal procedure.

### **6. Personal Data Security**

Altech has adequate measures to protect your Personal data from unauthorized or accidental access, processing, erasure, loss or use.

### **7. Confidentiality and Disclosure**

We will keep any Personal data held by us confidential. No Personal data will be disclosed to any unauthorized parties, unless they are required to be disclosed under the laws, regulations, courts' and other public authorities' orders of Hong Kong.

### **8. Data Accuracy and Access**

When You submit Personal Data to Us, you should try to ensure that such data are accurate, and let us know if such data have been changed, so We are not holding any inaccurate Personal data. Altech, in its turn, will strive to keep your Personal data accurate, complete and current. We will promptly take steps to correct any inaccuracies in your Personal data which we are made aware of.

You may contact us and request access to or corrections of any of your Personal data we have collected from you. We will respond your request within a statutory period defined by the PDPO.

### **9. Updating Policy**

Altech may revise this Policy at any time by updating this posting. Please check Web-site from time to time to review the current terms.

### **10. Contact Us**

All inquiries should be made in writing to:

8F, 30 Hollywood Road, Central Hong Kong

Or by email to [altech.oper.sys@gmail.com](mailto:altech.oper.sys@gmail.com)