



MyLeisureAdvisor

Hong Kong

Privacy Notice

(Last updated October 10, 2025)

This Privacy Notice (“Notice”) describes how My Leisure Advisor Limited (“we”, “us”, “our” or “My Leisure Advisor”) may use, process, store and disclose Personal Information that we may collect about individuals, including if you register with us through this website, third party social networks and from other sources such as when you register for our online webinars. The types of data we collect are described in the section below ‘Your Personal Information and how we collect it’.

We are responsible for the Personal Information we process. This Notice informs you how we protect your Personal Information and informs you about your privacy rights.

It is important that you read this Notice together with any other Privacy Notice we may provide and on specific occasions when we are collecting or processing your Personal Information so that you are fully aware of how and why we are using your Personal Information. This Privacy Notice supplements other Notices you may receive from us and is not intended to override them.

This website is not intended for children and we do not knowingly collect data relating to children.

Contact Details:

If you have any questions about how we use your Personal Information, contact us at info@myleisureadvisor.com.

Your Personal Information and how we collect it

Use of or registering with this Website

When you use or register with this Site, such as searching for information, we may ask for certain Personal Information including your name and contact information (email, home address and phone number). Depending on the nature of your enquiry or activities on our Site, we may also ask for and/or collect:

- job title, company name, company location, industry sector, information about your professional interests through white papers or newsletters you request, as well as professional interests that you describe to us;
- other background information together with any login ID and password created by you;
- information you provide including in emails, letters or during telephone calls
- technical data including internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website. We may also receive technical data about you if you visit other websites employing our cookies. Please see our Cookie Policy for further details;
- profile data including your interests, preferences, feedback and customer survey responses;
- usage data including information about how you use our website and services;
- marketing and communications data including your marketing and communication preferences.

Providing us with some of the Personal Information described above is necessary for performance of the services and functionalities offered by the Site, and we will notify you of the categories of data which must be provided to us. If you do not provide us with mandatory Personal Information, we may not be able to process your inquiry or other requests.

Job Applicants

If you are applying for a role as our employee, we may collect Personal Information from and about you and your job search criteria, salary expectations and preferences, job title, company name, company location, industry sector, employment history, employment experience, educational history, skills, salary, and other information in your CV, identification and evidence of eligibility to work in the applicable documents, professional qualifications and memberships, business referees, professional and educational organizations and other sources (including emails, letters and during telephone calls and conversations).

We process your Personal Information for the purposes of administering your application, managing our internal hiring process and assessing your suitability for the role. We may collect health/disability data, for example when this is necessary for making interview arrangements and / or providing a suitable working environment.

We may ask you to provide original documentation in paper format, including proof of identity, evidence of eligibility to work in Hong Kong and qualifications and we may verify some or all of the information you provide in relation to your application for a job. We may use a third party to perform background screening and verification services such as sanctions and terrorism checks if we have a legal obligation to do so or at the request of clients in connection with the delivery of our services and we will inform you at the time, and, where necessary, obtain your explicit prior written consent to do so.

If we engage a third party to provide pre-employment screening, verification and/or testing services, we will ensure that access is limited to the Personal Information that is compatible with those services and the service provider is contractually obliged to comply with applicable data privacy laws, confidentiality and provides adequate safeguards to keep your Personal Information secure until it is deleted or anonymized so you can no longer be identified.

If you provide us with information about 3rd parties, we will assume that the 3rd party in question has given you permission to do so and to Protiviti collecting, processing and transferring their Personal Information to the same extent as yours.

Personal Information about job applicants and employees is stored securely in our IT system and is confidential and can only be viewed and accessed by members of the applicable HR department and other staff if they are connected to the hiring process, such as interviewing, assessing your suitability for the role and for the purposes of managing the employment relationship if the application is successful. Additional requirements and policies will apply if we enter into an employment relationship and the relevant privacy notices and other details will be provided during the employee onboarding process.

Personal Information about unsuccessful job applicants will be retained in accordance with local retention rules. At the end of the retention period, the Personal Information will be automatically deleted.

Currently we do not use automated decision-making technologies to make final or conclusive decisions about your employment and a member of our staff will always be involved in the application process.

Contractors

We may engage contractors to assist in the delivery of our services. We will collect name and business contact details and financial data so that we can pay invoices. We may perform additional background checking and verification services or ask third parties to perform these checks on our behalf e.g. sanctions and terrorism checks if these are requirements for the engagement.

Referees

If you are a referee, we collect information that is reasonably necessary for us to determine a candidate's suitability for work with us or through us. The main types of information we collect about referees are:

- your contact details including your email address and telephone numbers;
- details of your job title/description; and
- your confidential opinions about a candidate and their suitability for work with or through us.

Our Clients and Suppliers

If you are a current or potential Client or supplier of goods and services we will collect and process information about individuals in your organization to enable us to communicate with them and to provide our services or receive goods and services. We may also find the details of corporate contacts published on other websites and social media. We may enter the individual's name and business email address into our database as a designated corporate point of contact for that client or supplier together with the individual's other business contact data. Usually, the only Personal Information we process is the individual's name for the purposes of contacting that client or supplier in relation to our services or as a recipient of the client or suppliers' goods and services. The source of a corporate point of contact may be the individual themselves, or their name and business details may be provided to us by a member of their HR or Procurement department or another manager within the organization. We may send business to business email marketing to corporate points of contact. An individual corporate point of contact can ask us at any time to stop sending business marketing emails to their business email address by visiting our Preference Center or by contacting: info@myleisureadvisor.com.

Participants in webinars, meetings, conferences and events

Personal Information about individuals registering and participating in Protiviti hosted events will be shared within the Protiviti group and Protiviti member firms including for the purpose of facilitating your participation in the event and, where applicable establishing a business relationship. To the extent required for a specific event we may collect Personal Information such as: name, business/personal contact details, job title, position/role, company, industry and credit or debit card number.

With your consent, marketing communications and materials including event, webinar or survey invitations, insights, newsletters or other promotional material may be sent to you.

Change of Purpose

We will only use, process, store and disclose your Personal Information for the purposes for which we collected it (e.g. the provision of work finding services if you are an Associate or to consider you for employment if you are a job applicant), unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use, process, store and/or disclose your Personal Information for an unrelated purpose, we will notify you and, where required under applicable law, obtain your consent to process, store and/or disclose your Personal Information for that purpose.

We may use, process, store and/or disclose your Personal Information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Transferring your Personal Information outside Hong Kong

We will take steps to ensure that your Personal Information receives an adequate level of protection in the jurisdictions in which we process it, including through written data processing terms and/or data transfer agreements.

Disclosing your Personal Information to 3rd Parties

To the extent necessary or appropriate, Protiviti may disclose your Personal Information to external 3rd Parties (who are not members of the Robert Half group of companies) in the following circumstances:

- to companies and individuals we employ to perform business functions and services on our behalf. Examples of service providers include those providing payroll services to enable us to pay our employees and temporary workers who work on client premises; background screening and verification services; data storage facilities including in Japan, Australia, the US and the Cloud; hosting our Web servers; analyzing data and producing statistics and legal, accounting, audit and other professional services.

- to the extent necessary or appropriate to government or regulatory agencies including the Hong Kong Customs and Excise; the Hong Kong Inland Revenue Department; Hong Kong's Office of the Privacy Commissioner for Personal Data and 3rd parties performing sanctions and terrorism checks;
- to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to: (a) comply with the law requiring such disclosure; (b) protect the rights or property of Protiviti or its group companies; (c) prevent a crime, protect national security or for fraud detection or prevention; or (d) protect the personal safety of individuals using our website or members of the public;
- to 3rd parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, we will let you know; and
- to IT consultants carrying out testing and development work on our IT systems, service providers who we may appoint as data processors.

Where applicable, we will impose appropriate contractual, security, confidentiality and other obligations on to 3rd party service providers and processors we have appointed, based on the nature of the services they provide to us. We will only permit them to process your Personal Information in accordance with the law and our instructions. We do not allow them to use your Personal information for their own purposes and when our relationship ends, we will ensure your Personal Information is securely returned or destroyed.

Some of these 3rd parties are controllers responsible for processing your Personal Information for their purposes, for example, the Hong Kong Inland Revenue Department is a controller for tax purposes. We may not be able to impose obligations or restrictions on these controllers in connection with how they process your Personal Information.

Keeping your Personal Information Secure

We have put in place appropriate security measures to prevent your Personal Information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your Personal Information to those employees, agents, contractors and other third parties who have a business need to do so.

We have put in place procedures to deal with any suspected Personal Information breaches and we will notify you and the applicable supervisory authority of a breach where we are legally required to do so.

How long we retain your Personal Information

Protiviti will retain your Personal Information for as long as necessary to fulfil the purposes that we collected it for, including for example making a job application to Protiviti or requesting Protiviti to provide work finding services. This means we will keep your Personal Information throughout the period of your relationship with us and whilst we are providing you with work finding services.

Your Legal Rights

You have the right to:

Make a Data Subject Access Request to access your Personal Information at any time. This enables you to receive a copy of the Personal Information we hold about you and to check that we are lawfully processing it.

Request correction of the Personal Information that we hold about you. This enables you to have any incomplete or inaccurate Personal Information we hold about you corrected, although we may need to verify the accuracy of the new data you provide to us.

Opt-out of direct marketing You have the right to opt-out of direct marketing by asking us not to process your Personal Information for direct marketing purposes. You can exercise your right to prevent such processing by indicating that you do not consent to direct marketing at the point at which we collect your Personal Information. You can also exercise the right at any time after we have collected and used your Personal Information for direct marketing purposes by following the opt-out instructions contained in the relevant communications or contacting us in the email below.

Withdraw consent at any time where we are relying on your consent to process your Personal Information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise these rights or if you have any questions about our data handling practices, please contact our privacy officer at info@myleisureadvisor.com.

Additional information, Response Times and Fees

We may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Information (or to exercise any of your other rights or when you make an informal request). This is a security measure to ensure that Personal Information is not disclosed to any person other than the individual who has the right to receive it. We may also contact you to ask you for further information in relation to your request to help us locate your data and to speed up our response.

We try to respond to all legitimate requests within 40 days. It may take us longer than 40 days if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You will not have to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your request is unfounded, repetitive or excessive or in other circumstances permitted under applicable law. Alternatively, we may refuse to comply with your request in certain circumstances and provide written notice and reasons for refusal within 40 days from receiving the request.

The Legal Basis for processing your Personal Information

We have set out a short description of main ways we will collect, store, process, share and disclose your Personal Information and the legal bases we rely on to do so.

We will only use your Personal information when the law allows us to. Most commonly, we will use your Personal information in the following circumstances:

- Where we have notified you that we will use your Personal Information, in accordance with the requirements of applicable law;
- When you consent;
- Where we are otherwise permitted to do so under applicable law.

Marketing Messages

We will seek your consent before sending direct marketing communications via email or text message.

With your consent and in accordance with applicable law, we may use your Personal Information to send you automated email messages or marketing materials regarding our services. If you are a job applicant we will provide you with relevant job opportunities. From time to time, we may contact you for market research and quality surveys, including evaluating the effectiveness of our recruitment process.

You may receive marketing communications from us if you provided us with your details when you submitted a website form, interacted with us online, entered a competition or registered with us at a job fair, promotional or networking event or attended a training course and you have given us consent to send you marketing. We may also use your identity, contact details, technical data, usage data and profile data to form a view and decide which services may of interest or relevant for you.

You have the right to withdraw your consent to marketing at any time by:

- following the opt out links contained in our marketing email messages;
- following the opt out process described in our text marketing messages.

Opting out of receiving marketing messages **does not apply to:**

- Personal Information that you have provided to us as a result of your request for work or finding services;
- Personal Information that you have provided to us in connection with a job application;
- Personal Information that you have provided to us in connection with the performance of a contract between us;
- Job alerts sent to you through the website in response to your request to receive specific job details. You can select your preferences in the Job Search section and you can stop receiving these alerts at any time by clicking on the unsubscribe link within the job alert email; and
- Job alert emails which you will receive from our consultants which match your job search criteria confirmed with you during our Associate Registration process.

We will never sell or disclose your Personal Information to any 3rd parties to use for direct marketing. We use email tracking technologies to monitor how recipients interact with our emails. This includes information such as when an email was opened, the device used, any links clicked, your mail client (e.g. 'Outlook' or 'iPhone') and the country geolocation of your IP address (the IP address itself is not stored). This information helps us improve our communications and tailor content to your interests. You can opt out of email tracking at any time by withdrawing your consent to receive email marketing.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our Cookies Policy.

Links to other websites

Our website may include links to 3rd party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these 3rd party websites and are not responsible for their privacy statements.

Feedback and Complaints

You have the right to make a complaint at any time to the Privacy Commissioner for Personal Data ("PCPD") for data protection issues. We would ask you to provide us with the opportunity to discuss your concerns with you before you contact the PCPD, so please contact our Privacy Officer by email at info@myleisureadvisor.com or by post at:

My Leisure Advisor Limited
Attn: Privacy Officer
Unit C, 8/F King Palace Plaza,
No.55 King Yip Street,
Kwung Tong, KLN, Hong Kong

Changes to this Privacy Notice

We may update this Privacy Notice from time to time. Where we are required to do so under applicable law, we will seek your consent to such changes. If we change material terms, we will provide notice of the revised Privacy Notice for 30 days on our home page at <https://myleisureadvisor.com>.

My Leisure Advisor Limited

Unit C, 8/F King Palace Plaza, No.55 King Yip Street, Kwung Tong, KLN, Hong Kong
Phone: +852 2592 5816 - Email: info@myleisureadvisor.com
myleisureadvisor.com