

TOWNGAS e-TENDERING SYSTEM

PRIVACY POLICY STATEMENT

The Hong Kong and China Gas Company Limited (the "Company") is committed to complying with the Personal Data (Privacy) Ordinance (the "Ordinance"). This Statement sets out the obligations and policies of the Company under the Ordinance in relation to the e-Tendering System (the "eTS"). If you provide personal data relating to any other person, please give a copy of this Statement to that person to inform him/her of how we use and handle his/her personal data.

(A) e-Tendering System

The Company operates and provides the eTS to facilitate the procurement of goods, services, materials, works and/or other arrangements from time to time required by the Company and/or any of the subsidiaries (as defined in the Companies Ordinance, Cap. 622) of the Company or any entities in which the Company or its subsidiaries holds not less than 20% of the issued share capital or is entitled to exercise or control the exercise of not less than 20% of the voting power at general meetings (such subsidiaries and entities together with the Company referred to as "Group Members").

Suppliers, contractors and vendors of goods, services, materials, works and/or other arrangements which may be required by any Group Member may use the eTS to communicate with the Company and participate in the procurement process from time to time subject to the terms and procedures governing the use of the eTS set by the Company.

(B) Collection and Purpose

The Company may collect information of your company such as name, background, credentials, email address, telephone number, fax number, postal address and bank account information, and personal data of your owners, members, officers, employees, agents and representatives (collectively, "Your Representatives") such as their names, background and contact information ("Personal Data") at the time of registration and during the course of use of the eTS. You may provide the Personal Data on a voluntary basis but if you do not provide the Personal Data, you may not be able to register for or use or continue to use the eTS. In this Statement, the references to "you" include Your Representatives as the context requires or permits.

The information of your company and the Personal Data may be used for any one or more of the following purposes:

- (i) processing your application for account registration for using the eTS ("eTS Account");
- (ii) providing, administering and managing the eTS Account;

- (iii) providing services in relation to the eTS Account or the eTS, and providing services via the eTS;
- (iv) planning, designing and implementing the procurement arrangements and processes contemplated by the eTS;
- (v) processing, assessing, evaluating and communicating with you in relation to your participation in any procurement arrangement or process and any response, tender, quotation, document, information or enquiry submitted by you (including asking questions and seeking information about your submissions, and responding to your enquiries);
- (vi) organising and conducting site visits and briefings which Your Representatives may attend;
- (vii) entering into agreements and arrangements with you for the supply of goods, services, materials, works and/or other arrangements from time to time upon successful tenders and quotations;
- (viii) communicating with you in relation to the eTS Account, the eTS or any related services or matters;
- (ix) investigating and handling any enquiry or complaint made by or against you;
- (x) making disclosure according to the requirements of any law, regulation, court order, code of conduct or guideline applicable to any Group Member or to you; and
- (xi) any purpose directly related to any of the above.

(C) Transfer

To facilitate the purposes set out above, we may disclose or transfer the information of your company and the Personal Data to the following parties (whether within or outside of Hong Kong):

- (i) any of the Group Members (other than the Company) that requires the goods, services, materials, works and/or other arrangements being procured;
- (ii) any agent, contractor or service provider (whether a Group Member or not) who provides administrative, telecommunications, information technology, computer, insurance, data processing or other support or services in connection with the eTS or our business operation in general;
- (iii) any person to whom any Group Member is under an obligation or is expected to make disclosure according to the requirements of any law, regulation, court order, code of conduct or guideline applicable to any Group Member or to you; and
- (iv) any person who owes a duty of confidentiality to any Group Member, including any accountants, auditors, legal advisers or other professional advisers.

(D) Retention

The Company takes reasonably practicable steps (including adopting contractual or other means where necessary) to ensure that the Personal Data is kept not

longer than such period that is necessary for the fulfillment of the purposes for which the data is collected unless otherwise required or permitted by applicable laws.

(E) Security

The Company takes reasonably practicable steps (including adopting contractual or other means where necessary) to protect the Personal Data against unauthorized or accidental access, processing, erasure, loss or use. Personal Data on the eTS will only be accessed by the authorised personnel of the Company and any other relevant Group Member on a need-to-know basis for the purposes for which it was collected. Further, the Company will apply encryption to the Personal Data as appropriate.

(F) Access to and Correction of Personal Data

Each of Your Representatives has the right under the Ordinance:

- to check whether the Company holds records of his/her Personal Data
- to obtain a copy of his/her Personal Data held by the Company
- to correct his/her Personal Data which is inaccurate

Access request form can be downloaded from the website of the Office of the Privacy Commissioner for Personal Data, Hong Kong.

Requests for access to or correction of Personal Data relating to the eTS and enquiries about the Company's privacy policies and practices should be made in writing to:

Data Protection Officer
The Hong Kong and China Gas Company Limited
13/F, 363 Java Road, North Point, Hong Kong

Under the Ordinance, the Company has the right to charge a reasonable handling fee to cover data access processing.

(If there is any inconsistency or conflict between the English version and Chinese version of this Statement, the English version shall prevail.)