

使用北京香港馬會會所住宿設施  
Introduction Form  
Use of the Beijing Hong Kong Jockey Club Clubhouse Guest Room

本人欲介紹 先生\太太\小姐 全名  
I would like to introduce (Mr\Mrs\Miss) \_\_\_\_\_ (in full)

體驗北京香港馬會會所住宿設施，  
to experience the Beijing Hong Kong Jockey Club Clubhouse guest room,

使用期間由 \_\_\_\_\_ 至 \_\_\_\_\_ 來賓聯絡電話 \_\_\_\_\_  
for the period from \_\_\_\_\_ to \_\_\_\_\_ His\her contact number is \_\_\_\_\_  
(日/月/年) (日/月/年)  
(dd/mm/yyyy) (dd/mm/yyyy)

本人明白及同意：  
I understand and agree to the following:

- 在本人未能陪同下，以上來賓只限在北京會所住宿期間使用會所設施。  
The above unaccompanied guest may use all Beijing Hong Kong Jockey Club Clubhouse facilities only while staying at the Beijing Hong Kong Jockey Club Clubhouse.
- 此表格須於客房確訂前遞交，客房確訂將會視乎房間供應量而定。  
Subject to the availability of guest rooms, the reservation will only be confirmed upon receipt of this form duly signed.
- 本人須對以上來賓及其同行者在會所內之行為負責。  
I will be responsible for the conducts of the above guest and his\her accompanied guest while they are in the clubhouse.
- 如非以會員卡或印有會員名字之其他商用信用卡並出示有效會員卡繳付賬項，以上來賓需交納百分之十五的附加費。  
The charges incurred by the above guest are subject to a 15 % surcharge unless the charges are to be settled through a membership card, or a commercial credit card imprinted with the Member's name after the Member presents his valid membership card.
- 以上來賓須在離開會所前支付所有賬項，本人須對任何未繳清賬項負責。  
The above guest will settle all the bills before his\her departure from the clubhouse. It will be my responsibility for any unsettled payment.
- 如棄訂客房，棄訂費相等於一晚房租，將記入本人賬戶內。  
In case of no-show room reservation, a fee equivalent to the agreed room rate for one night will be debited to my account.
- 如有任何更改，本人有責任通知香港賽馬會。  
It is my responsibility to inform the Club in case of any changes.

主卡會員姓名  
Name of Principal  
Member \_\_\_\_\_

主卡會員簽署  
Signature of Principal  
Member \_\_\_\_\_

會員編號  
Membership No \_\_\_\_\_

日期  
Date \_\_\_\_\_

請在訂房前將已填妥的表格交回香港賽馬會會員事務部。

Please return the completed form to: Membership Services Department, The Hong Kong Jockey Club before the guest room reservation.

查詢熱線 Enquiries Hotline 遴選會員 Voting Members 1816 / 馬主 Owners 1815 / 會員 Members 1814 電郵 E-mail: membership@hkjc.org.hk

傳真 Fax : 2966 7031

北京辦事處 Beijing Office

電話 Tel.: (86-10) 5911 8215

傳真 Fax: (86-10) 5911 8899

電郵 E-mail: membership@hkjc.com.cn

## Privacy Policy Statement

### The Club's Commitment to Protect Your Privacy

The Hong Kong Jockey Club and where applicable, each of its subsidiaries (together "the Club"; each a "Club Entity"), are committed to ensuring the privacy and security of the Personal Data they hold. The Club aims to meet this commitment by implementing the principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region ("the Ordinance"). This Privacy Policy Statement is intended to explain the Club's privacy practices.

For the purpose of this Privacy Policy Statement, "subsidiaries" of The Hong Kong Jockey Club refer to the "subsidiaries" of The Hong Kong Jockey Club as set out in the annual report of The Hong Kong Jockey Club.

### Collection of Personal Data

From time to time and for the purpose of carrying on the Club's businesses and operations, including the provision of services and facilities to you, you may be requested to supply data that may directly or indirectly identify you or other person(s) as an individual ("Personal Data") such as, but not limited to, the following:

1. Your name;
2. Contact details such as email address, mailing and residential address, telephone number, and fax number;
3. Membership number and details (such as transactions conducted using your membership account);
4. Betting account number and details (such as transactions conducted using your betting account);
5. Information for verification of identity, including identification type and identification number (such as your HKID and passport number) and other related information;
6. Billing information such as your credit card number, bank account information and billing address;
7. Demographic information such as age, gender, nationality, marital status, preferences, educational background, professional qualifications and employment history;
8. Information on public appointments, awards and recognition received, community services and other related information;
9. Details of transactions conducted using your account.

Supply of Personal Data to the Club is non-obligatory, but failure to do so may result in the Club being unable to process your application(s) or to provide facilities and services to you. Occasionally, you may need to provide Personal Data about other individuals to the Club (e.g. spouse or children or guests). In that event, to comply with the Ordinance, you are required to have first obtained the authorisation of such individuals before using, disclosing and transferring their Personal Data, including giving consent on their behalf to the Club's possible use, disclosure and transfer of their Personal Data, for the purposes you would want to achieve from the Club. If necessary, the Club may require you to provide to the Club any supporting documents which may be necessary to prove such authorisation. You should also advise them that the Club can be contacted for further information.

### Use of Personal Data

Your Personal Data may be used for the following purposes:-

1. Providing facilities, goods, services and support or performing transactions and administration work related to the following operations of the Club:
  - a. the Club's core operations of racing, betting and membership;
  - b. racecourses, clubhouses, catering, hospitality and entertainment; and/or
  - c. charitable or non-profit making causes including art, community services, conservation, culture, education, environmental protection, healthcare, music, recreation and sports ("Charitable or Non-profit Making Causes").
2. Processing of your application to subscribe to the Club's services and facilities as set out in paragraph 1;
3. Conducting assessments and checks regarding eligibility for membership, horse ownership, facilities or services;
4. Verifying your identity;
5. Monitoring access to the Club's premises which are not open to public;
6. Matching (as defined in the Ordinance) your Personal Data with other data collected (by the Club or third parties) for other purposes, in relation to, the provision of facilities, goods and services to you and/or the performance of any transactions and administration work related to the Club's operations;
7. Marketing and advertising of any facilities, goods and services to you by the Club and its subsidiaries, such as sending you offers and promotions (please see further details in "Direct Marketing" below);
8. Maintaining and developing the Club's business systems and infrastructure, including testing and upgrading of these systems;
9. Meeting any obligations, requirements or arrangements, whether compulsory or voluntary, of the Club to comply with, or in connection with:
  - a. any law, regulation, judgment, court order, sanctions regime, within or outside the Hong Kong Special Administrative Region ("Hong Kong") existing currently and in the future;
  - b. any guidelines, guidance, demand or requests given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities within or outside Hong Kong; or
  - c. any of the Club's rules or bye-laws relating to the Club's core operations.
10. Complying with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information of the Club and/or any other use of data and information in accordance with any programmes for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities;
11. Prevention, detection or investigation of crime; and/or
12. Facilitating communications between you and the Club.

The Club may also use from time to time aggregate non-identifying information about its customers to better design and improve the Club's facilities, goods and services that it offers. This information will not identify any individual in particular.

### Direct Marketing

The Club intends to use your Personal Data for direct marketing carried out by the Club or a Club Entity (or by an agent on behalf of the Club or a Club Entity), and for such purposes your Personal Data held by a Club Entity may be provided to other Club Entities for their use for direct marketing. The intended kinds of Personal Data to be used and the intended classes of marketing subjects are specified below. However, the Club may not so use or provide your Personal Data unless exempted by the Ordinance or the Club has received your consent.

For the above direct marketing use, the Club intends to:

1. use your name, contact details and demographic information; and
2. market or promote the following classes of facilities, goods, services, support and related events and activities offered or arranged by the Club or a Club Entity or their respective business partners:

- a. racing, betting and membership;
- b. racecourses, clubhouses, catering, hospitality and entertainment;
- c. affinity cards, smart or stored value cards issued by or co-branded with the Club; and/or
- d. Charitable or Non-Profit Making causes or events.

You can always opt-out free-of-charge by contacting the Club's Data Privacy Compliance Officer if you no longer wish any of your Personal Data to be used in any of the described direct marketing purposes.

### Disclosure of Personal Data

Personal Data supplied to the Club will be kept confidential. However, the Club may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which the Personal Data was collected, provide such Personal Data to the following parties:

1. any Club Entities for fulfilling the purposes for which it was collected (subject to any consent requirement relating to "Direct Marketing" above), and to the Club's business partners for direct marketing use as described in "Direct Marketing" above;
2. any person or company who is acting for or on behalf of the Club, or jointly with the Club, in respect of the purpose or a directly related purpose for which the data was provided;
3. any other person or company who is under a duty of confidentiality to the Club and has undertaken to keep such information confidential, provided such person or company has a legitimate right to such information;
4. the Club's agents, contractors, suppliers and any third party service provider who provides administrative, marketing and research, distribution, data processing, telemarketing, telecommunications, computer, payment or other services to the Club in connection with the operations of its business;
5. government and regulatory authorities, investigative bodies and law enforcement agencies and other organisations, as required or authorised by law;
6. any financial institutions, including banks, necessary to establish and support the payment of any services and facilities provided to you; and
7. your authorised representatives or your legal advisers when requested by you to do so.

The Club may also disclose your Personal Data to third parties: (i) when required by law, by court order or in response to a search warrant or other legally valid inquiry; or (ii) pursuant to the Club's good faith belief that disclosure is required by law or otherwise necessary to the establishment of legal claims or defences, to obtain legal advice, to exercise and defend the Club's legal rights or to protect the life, body or property of any individual. This also applies when the Club has reason to believe that disclosing the Personal Data is necessary to identify, contact or bring legal action against someone who may be causing interference with the Club's rights or properties, whether intentionally or otherwise, or when anyone else could be harmed by activities causing such interference.

The Club may also transfer any information it holds about you as an asset in connection with a merger or sale (including transfers made as part of insolvency or bankruptcy proceedings) involving all or part of the Club or as part of a corporate reorganisation or other change in corporate control.

The Personal Data that the Club collects or obtains may be transferred to jurisdictions that offer lesser protection of personal data than that provided in your jurisdiction. By submitting Personal Data to the Club or using any of the Club's services and facilities, you understand and consent to such transfer.

### Links to Third Party Websites

The Club's website may contain links to other sites and pages which are operated by third parties. The Club has no control over the content of the linked websites or the way in which the operators of those websites deal with your Personal Data. You should review the privacy policy for those third party websites to understand the ways in which your Personal Data may be used by those third parties.

### Use of Cookies

By using the Club's website ("Website") and mobile apps, you agree that the Club can store and access cookies, IP addresses and use other methods in order to collect website usage data and improve your on-line experience.

Cookies are small files that are placed on your computer by websites that you visit or certain emails you open. They are widely used in order to make websites function properly, as well as to provide business and marketing information to the website owners.

The Club uses cookies on its Website to track visitor preferences. These cookies allow the Website to remember information that changes the way the Website behaves or looks, such as your preferred language. These cookies can also assist you in changing text size, font and other parts of the Website that you can personalise. You may refuse to accept cookies by altering the settings on your internet browser but it should be noted that if you choose not to permit cookies, some areas of the Website may not function properly.

### Data Retention

All Personal Data that has been collected from you will only be stored for a duration that is relevant to the purpose for which it was processed and for as long as required by applicable law.

### Commitment to Data Security

The Club is committed to protecting the security of your Personal Data. It uses a variety of physical, technological and organisational measures to help protect your Personal Data from unauthorised or accidental access, processing, erasure or other use.

### Changes to the Privacy Policy Statement

The Club will post on its website at [www.hkjc.com](http://www.hkjc.com) any changes to its Privacy Policy Statement, so that you will always know what information the Club gathers, how it might use that information and whether it discloses such information to anyone.

### Access to and Correction of Personal Data

You are entitled to request access to Personal Data held by the Club about you and to correct such data. The Club may charge a reasonable fee for the processing of such data access request.

You may direct your request in writing to:  
Data Privacy Compliance Officer, Jockey Club Headquarters, 1 Sports Road, Happy Valley Hong Kong

This notice is written in English language and may be translated into other languages. In the event of any inconsistency between the English version and the translated version of this notice, the English version shall prevail.

## 私隱條款聲明

### 馬會確保閣下資料私隱的承諾

香港賽馬會及（如適用）其各附屬公司（合稱「馬會」；各自稱「馬會機構」）致力確保其所保存個人資料的機密及安全。為履行這項承諾，馬會將貫徹執行香港特別行政區個人資料（私隱）條例（下稱「條例」）的原則及規定。本私隱政策聲明旨在闡釋馬會保障私隱的做法。

就本私隱政策聲明而言，香港賽馬會之「附屬公司」指香港賽馬會之年報所載之「附屬公司」。

### 個人資料的收集

馬會可能不時因業務及運作（包括向閣下提供服務及設施）而要求閣下提供可直接或間接證明閣下或其他人士身分的資料（「個人資料」），例如（但不限於）下列資料：

- 閣下的姓名；
- 聯絡方式，例如電郵地址、郵寄地址及住宅地址、電話號碼及傳真號碼；
- 會員號碼及資料（例如利用閣下的會員賬戶所進行的交易）；
- 投注戶口號碼及資料（例如利用閣下的投注戶口所進行的交易）；
- 用於查證身分的資料，包括身分證件類型及身分證件號碼（例如閣下的香港身份證號碼及護照號碼）及其他相關資料；
- 賬單資料，例如閣下的信用卡號碼、銀行賬戶資料及賬單郵寄地址；
- 人口統計資料，例如年齡、性別、國籍、婚姻狀況、喜好、教育背景、專業資格及就業經歷；
- 公共職位任命、獲取獎項和讚譽、社會服務及其他有關資料；
- 使用閣下的賬戶所進行交易的詳情。

向馬會提供個人資料並非強制性，但不提供個人資料可能導致馬會無法處理閣下的申請或向閣下提供設施及服務。

閣下可能偶爾須向馬會提供其他人士（例如配偶或子女或來賓）的個人資料。在此情況下，為遵守條例規定，於使用、披露及轉移前述人士之資料前，閣下首先須獲得該等人士之授權，包括閣下就欲於馬會達到之目的代表該等人士同意馬會使用、披露及轉移其個人資料的可能用途。馬會可於必要時要求閣下向馬會提供任何證明有關授權的必要證明文件。敬請閣下告知有關人士，可聯絡馬會以獲取更多資料。

### 個人資料的使用

閣下的個人資料可供作下列用途：

- 就有關馬會以下業務提供設施、服務及支援或進行交易及行政工作：
  - 馬會主要業務一賽馬、投注及會員事務；
  - 馬場、會所、飲食、款客及娛樂；及／或
  - 慈善或非牟利事務包括藝術、社區服務、保育、文化、教育、環境保護、醫療、音樂、康樂及體育（「慈善或非牟利事務」）。
- 處理閣下對前述第1段馬會之服務及設施的申請；
- 申請會籍、馬匹擁有權、使用設施或服務的資格評估及審核；
- 核實閣下身分；
- 監控不對公眾開放的馬會場所的訪客；
- 把閣下的個人資料與就有關閣下提供設施、商品及服務及／或進行有關馬會業務的任何交易及行政工作的其他目的（而由馬會或第三方）所收集的其他資料進行核對（定義見條例）；
- 宣傳及推廣馬會及其附屬公司向閣下提供的任何設施、商品及服務，例如向閣下發送優惠及推廣資料（詳見下述「直接促銷」）；
- 維護及發展馬會的業務系統及基礎設施，包括測試及升級該等系統；
- 履行以下所列或與其中任何一項相關、馬會必須或自願遵守的任何義務、規定及安排：
  - 香港特別行政區（「香港」）境內或境外目前及將來的任何法律、規則、判決、法令及制裁制度；
  - 香港境內或境外任何法律、監管、政府、稅務、執法或其他機構作出及發出的任何指引、指示、指令或要求；或
  - 任何與馬會主要業務有關的規例或附則。
- 根據馬會為符合制裁或預防或偵測清洗黑錢、恐怖分子融資活動或其他非法活動的任何計劃和行動，為馬會共用資料及資訊及／或資料及資訊的任何其他使用而設的任何義務、要求、政策、程序、措施或安排；
- 預防、偵測或調查犯罪；及／或
- 方便馬會與閣下通信。

馬會亦可不時使用有關顧客的不具識別性質統計資料，以便更有效地設計及改善馬會所提供的設施、商品及服務。此等資料不會披露任何個人的身分。

### 直接促銷

馬會擬使用閣下的個人資料以作馬會或馬會機構（或馬會或馬會機構之代理人）之直接促銷之用，為此保存於個別馬會機構之閣下的個人資料可能被提供予其他馬會機構供其直接促銷之用。對於擬使用的個人資料種類及擬促銷的種類，詳見下述。惟除非條例有所豁免或馬會收到閣下的同意，否則馬會不會如此使用及／或提供閣下的個人資料。

為上述直接促銷之目的，馬會擬：

- 使用閣下的姓名、聯絡資料及人口統計資料；及
- 促銷及推廣以下由馬會或馬會機構或其各自之業務夥伴提供或安排的設施、商品、服務、支援及相關項目及活動類別：
  - 賽馬、投注及會員事務；
  - 馬場、會所、飲食、款客及娛樂；
  - 馬會發出或與馬會聯營之聯營卡、智能卡或儲值卡；及／或
  - 慈善或非牟利事務或項目。

閣下可隨時聯絡馬會保障資料私隱主任，免費要求馬會停止閣下之任何個人資料使用於任何上述直接促銷目的。

### 個人資料的披露

閣下向馬會提供的個人資料將予保密。惟對為滿足收集個人資料的目的或直接與該目的有關之其他目的而言屬必需時，馬會可將有關個人資料提供予下列各方：

- 任何馬會機構，藉以（在不違反任何有關上述「直接促銷」所要求的同意之情況下）滿足達成收集資料所涉的目的，亦可提供予馬會之業務伙伴作上述「直接促銷」之用；
- 就提供資料的目的或與其直接相關的目的而言，任何為或代表馬會或與本公司共同行事的人士或公司；
- 對馬會負有保密責任及承諾保密該等資料的任何其他人士或公司，惟有關人士或公司須有充分理由擁有有關資料；
- 就馬會業務運作向馬會提供行政、營銷及研究、分銷、資料處理、電話營銷、電訊、電腦、付款或其他服務的馬會的代理人、承包商、供應商及任何第三方服務供應商；
- 法律規定或授權的政府及監管機構、調查機構及執法機關以及其他機構；
- 對證明向閣下提供的任何服務及設施的付款而言屬必要的任何金融機構（包括銀行）；及
- 應閣下的要求，閣下的授權代表或法律顧問。

當(i)法律規定、法令要求或為配合搜查令或其他合法有效的調查時；或(ii)據馬會秉誠相信，披露乃法律規定或於其他方面對進行合法索償或辯護、獲取法律意見、行使及保障馬會的合法權利，或保護個人生命、身體或財產安全而言屬必要時，馬會亦可將閣下的個人資料披露予第三方。當馬會有理由相信個人資料披露對查證、聯絡可能妨礙（無論是有意或其他）馬會權利或運作的某人士的身分（或任何其他人士可能因此而受傷害時），或向該某人士提出法律訴訟屬必要時，馬會亦可將閣下的個人資料披露予第三方。

馬會亦可就有關涉及整個馬會或部分涉及馬會的併購或出售事項，或作為企業重組或企業控制權的其他變動的一部分，將其所保存之閣下的任何資料作為一項資產予以轉移（包括作為清盤或破產程序的一部分作出的轉移）。

馬會收集或獲取的個人資料可轉移至其他司法權區，而該司法權區所提供的個人資料保護或會遜於閣下所屬的司法權區。閣下向馬會提交個人資料或使用馬會的任何服務及設施，即視為知悉及同意有關轉移。

### 連結至第三方網站

馬會網站可能含有轉至由第三方運營的其他網址及網頁的連結。馬會對所連結網站的內容或該等網站運營商處理閣下個人資料的方式並無控制權。閣下須閱覽該等第三方網站的私隱政策，以了解其可能會以何種方式使用閣下的個人資料。

### Cookies的使用

閣下使用馬會的網站（「網站」）及流動應用程式，即視為同意馬會可儲存及使用 cookies、IP 地址及使用其他方法，以收集網站使用數據及提升閣下的線上體驗。

Cookies 為閣下訪問的網站或閣下開啟的若干電郵儲存於閣下電腦中的小型電腦檔案，其因可讓網站正常運作及為網站擁有人提供業務及營銷資料而廣為應用。

馬會於其網站使用 cookies 以追蹤訪客的偏好。該等 cookies 可讓網站記錄網站的運作或頁面顯示方式變化的信息（如閣下優先選取的語言），亦可協助閣下因應個人需要，變更網頁上可予個人設定的部分，例如文字大小、字體及其他部分。閣下可透過修改互聯網瀏覽器的設置拒絕使用 cookies，惟閣下須知悉，若閣下拒絕 cookies，網站的某些部分可能無法正常運作。

### 資料保存

馬會將只會於與處理個人資料目的相關的期間及適用法律所規定的期間儲存閣下提供的所有個人資料。

### 資料保安承諾

馬會致力保障閣下個人資料的安全。其將從實體、科技及組織內部三方面著手，採取各種措施，藉以協助保護閣下的個人資料，防止資料在未獲授權下或意外地被查閱、處理、刪除或作其他用途。

### 私隱政策聲明的更改

馬會日後如對私隱政策聲明作出任何更改，將在其網站 www.hkjc.com 作出公佈，讓閣下時刻都知道馬會收集哪些資料、此等資料的可能用途以及馬會是否會向任何人披露此等資料。

### 個人資料的查閱及改正

閣下有權要求查閱馬會所保存有關閣下的個人資料，以及要求改正此等資料。馬會處理此等要求時可收取合理的費用。

閣下可致函以下人士提出上述要求：

香港跑馬地體育道一號，馬會總部大樓，保障資料私隱主任

本通知以英文寫就，可能翻譯成其他語言。如本通知的英文版本與翻譯版本有歧異，概以英文版本為準。