

RMIB - Data Protection Policy (DPP)

Risk Management Insurance Brokerage Limited (hereinafter referred to as "RMIB ", "we", "us", or "our") is a licensed insurance broker in Hong Kong. Clients (hereinafter referred to as "you" or "your") engage RMIB's insurance brokerage services and entrust us with your business information, employees' personal data, and insurance-related records (collectively referred to as "Your Data").

We are committed to protecting the confidentiality, integrity, and security of Your Data and implement strict security protocols to prevent unauthorized access, disclosure, or misuse. This policy (DPP) outlines our practices regarding the collection, use, storage, and transfer of Your Data provided to us by you and your employees.

1) Purpose of Data Collection

RMIB only collects and processes Your Data necessary to effectively provide insurance brokerage services, including:

- a) Assessing your insurance needs, and providing advisory services.
- b) Preparing quotations and facilitating the underwriting process with insurers
- c) Assisting you in procuring and administering insurance policies, including applications, claims processing, renewals, and amendments.
- d) Complying with applicable legal and regulatory obligations related to insurance services.
- e) Facilitating communication regarding policy changes, industry updates, and our service enhancements.
- f) Sending you informational materials, including market insights, industry trends, and event invitations, subject to your preferences.
- g) Other purposes directly related to insurance-related services.

We do not collect more data than necessary for the stated purposes.

2) Types of Data Collected

Your Data we collect may include, but is not limited to:

a) Business Information

- Business operations data and financial records related to insurance procurement.
- Information necessary to verify eligibility, legal status, or fulfil service obligations.
- Documents required for claims processing, risk assessment, or regulatory compliance.
- Any other case-specific data required to meet insurance and operational needs.

b) Personal Data

- Your and your employees' data (e.g., name, contact details, and identification information).
- Your employees' details (e.g., job title and department).
- Medical and health information (for insurance underwriting and claims purposes).
- Financial information (e.g., bank account details for claims payments and related transactions).
- Other information necessary for the provision of our services.

3) Disclosure & Data Sharing

Your Data is kept confidential. It may be disclosed or transferred to the following parties only when necessary for the purposes outlined in "Purpose of Data Collection" Section:

- a) Insurance companies and their representatives for policy underwriting, claims processing, and administration.
- b) Reinsurance companies, loss adjusters, and claims investigation firms for risk assessment and management.
- c) Regulatory authorities, legal advisors, or auditors when required for compliance with laws, regulations, or contractual obligations.
- d) Service providers engaged by us for data processing, IT security, administrative, or operational support under appropriate confidentiality agreements.
- e) Other professional advisors or business partners related to providing insurance brokerage services, subject to appropriate safeguards.

We strictly prohibit the disclosure of Your Data to any unauthorized third party without your consent, except where required by law.

4) Use of Your Data for Marketing Purposes

Other than the "Purpose of Data Collection," we do not sell, trade, or disclose Your Data to any external party for marketing or commercial purposes without your prior consent. However, we may use your collected personal data for the following purposes:

- a) To inform you about our updated services.
- b) To deliver articles on insurance-related topics.
- c) To send invitations to seminars and events.

If you do not wish to receive marketing materials from us, you may opt out by sending an email to optout@riskmgtgroup.com to clearly indicate your preference.

5) Security Measures and Data Retention

To maintain data confidentiality and security, we enforce the following measures regarding Your Data:

- a) Access Control & Restriction – Only authorized personnel may access Your Data.
- b) Need-to-Know Basis – Your Data is shared only when necessary for service-related operations.
- c) Regular Training – Our employees receive ongoing training on data security best practices.
- d) Encryption & Secure Storage – Your employees' personal data is encrypted and stored securely, with appropriate access restrictions.
- e) Secure Data Transfers – For necessary transfers, appropriate security measures, such as encryption and secure file transfer protocols, are used to protect Your Data.
- f) Third-Party Vendor Compliance – Vendors (e.g., IT security firms and data processors) are expected to handle Your Data in accordance with applicable confidentiality agreements and industry standards.
- g) Data Retention – Your data is retained only as long as necessary to fulfil contractual and legal obligations.
- h) Secure Disposal Methods – Your employees' data will be permanently deleted or securely shredded when no longer needed.

6) Compliance with Regulatory Guidelines

We adhere to applicable insurance brokerage regulations and industry best practices for the proper handling and protection of personal and confidential information, including:

- a) The Hong Kong Insurance Authority's applicable regulations and guidelines.
- b) The Personal Data (Privacy) Ordinance
- c) Other relevant regulatory requirement and industry code governing insurance intermediaries.

By following these regulatory frameworks, we strive to align our data handling practices with legal, ethical, and professional standards while minimizing unnecessary disclosure.

7) Policy Update

We reserve the right to update or revise this policy when necessary. The latest version will be available on our website. You are encouraged to review it periodically.

8) Contact Information

For inquiries or concerns, please contact in writing to:
Compliance Officer
Risk Management Insurance Brokerage Limited
Email: compliance@riskmgtgroup.com