



The Australian Chamber of Commerce in Hong Kong

Disclosure and Consent Policy

Meeting Recording, Confidentiality and Data Protection

Purpose

This policy establishes clear guidelines for the recording, confidentiality, and data protection standards applicable to all AustCham Hong Kong meetings and events. It aims to protect sensitive business information, ensure compliance with the Personal Data (Privacy) Ordinance, and maintain trust amongst members, guests and the broader community.

Scope

This policy applies to all participants in AustCham Hong Kong meetings, events, and activities, including but not limited to committee meetings, working groups, briefings, networking events, and any other functions convened under the Chamber's auspices.

Policy Provisions

1. Recording of Meetings and Events

1.1 Secretariat Authority: Only the AustCham Hong Kong Secretariat is authorised to record meetings or events (audio, video, or written notes) for the purpose of preparing official minutes and maintaining accurate records or supporting event administration.

1.2 Prohibition on Participant Recording: All participants are strictly prohibited from recording meetings or events by any means (including mobile phones, laptops, AI notetakers, third-party applications, or other devices) without the express written permission of the Chief Executive Officer or AustCham Hong Kong Chair.

1.3 Notification: All attendees will be notified at the commencement of each meeting or event that recording is restricted to the Secretariat only. Attendance and participation constitute consent to this policy.

2. Data Security and Access

2.1 Secure Storage: All recordings and notes made by the Secretariat are stored securely with access restricted to authorised Secretariat personnel only. Access controls, encryption, and password protection are maintained in accordance with best practice standards.

2.2 Retention and Deletion: Recordings are retained only until official minutes are confirmed and approved. Once minutes are finalised, recordings are securely deleted unless required for legal, regulatory, or governance purposes.

2.3 Prohibited Disclosure: No recording, transcript, or detailed notes from meetings and events may be shared, disclosed, or distributed outside the Secretariat without express written approval from the Chief Executive Officer.

3. Confidentiality

3.1 Confidential Information: Participants acknowledge that discussions during meetings or events may include commercially sensitive information, strategic plans, member data, advocacy positions, and other confidential matters.

3.2 Obligation of Confidence: Participants agree to maintain strict confidentiality regarding all matters discussed during meetings and events, except where information is:

- Already in the public domain;
- Required to be disclosed by law or regulation; or
- Approved for public communication by the Secretariat or Board of Directors.

3.3 No External Sharing: Participants will not share meeting nor event content, discussions, or materials with third parties, including through social media, AI tools, or external platforms, without prior authorisation.

4. Personal Data Protection

4.1 Compliance: AustCham Hong Kong handles all personal data in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) and applicable data protection principles.

4.2 Participant Consent: By participating in meetings or events, all attendees consent to the collection and processing of their personal data (including voice, image if video recorded, and meeting contributions) solely for the purposes of meeting administration and record-keeping.

4.3 Data Subject Rights: Participants may request access to, correction of, or deletion of their personal data held by the Chamber in accordance with applicable privacy laws.

5. Consequences of Breach

5.1 Unauthorised recording, disclosure of confidential information, or breach of this policy may result in:

- Immediate removal from the meeting or event;
- Revocation of committee or member status;
- Suspension or termination of Chamber membership;
- Legal action if warranted by the severity of the breach.

Acknowledgement and Consent

I, the undersigned, acknowledge that I have read, understood, and agree to comply with this Disclosure and Consent Policy. I understand that:

- Only the AustCham Hong Kong Secretariat is authorised to record meetings or events.
 - I am prohibited from recording meetings by any means without express written permission;
 - I will maintain strict confidentiality regarding all meeting or event discussions;
 - I will not share, disclose, or distribute meeting content to external parties without authorisation;
 - I consent to the collection and processing of my personal data for administration purposes;
 - Breaches of this policy may lead to the consequences outlined above.
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Name: _____

Committee: _____

Signature: _____

Date: _____

For Office Use Only:

Received by (Secretariat): _____

Date Received: _____