

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application procedures and forms designated for various purposes, *e.g.* for admission to a programme of study, for the issuance of your student registration card, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
 - (a) as a basis for selection of applications;
 - (b) as evidence for verification of the applicant's identity, examination results, academic records and other information; and
 - (c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student records will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

H.W.K. Wai
Registrar

September 2006