

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement for Award Applicants

1. This is a personal data collection statement made under the Personal Data (Privacy) Ordinance (“the Ordinance”).
2. Personal data provided by you to The University of Hong Kong (“the University”) through the completion of award application and, if awarded, through the award procedures and during studies at the University will be used for the University to perform its administrative, education, academic and research functions, and for the directly related purposes.
3. Unless otherwise specified, provision of personal data is voluntary. However, failure to provide the relevant personal data will render the University unable to perform the relevant functions, e.g. unable to consider your award application.
4. Without prejudice to the foregoing, the purposes and use of the personal data collected are elaborated as follows.
5. As regards your award application, the personal data collected will be used for the purposes prescribed in the application forms/documents and will serve the following purposes:
 - a. as basis for award selection, and communication on award-related matters;
 - b. as evidence for verification of your identity, your qualifications and academic records in relevant institutions and organizations in Hong Kong or other places, and other information provided in the application forms/documents; and
 - c. identifying possible multiple applications and records of your previous and existing studies at the University and other institutions.
6. In case of application for an award funded by donation and/or administered by an external party, your personal data provided to the University may be transferred to the donor, donor representative and/or external administering party concerned for the purposes as stated in paragraph 5 above.
7. If your award application is successful, your personal data provided during the application process may be transferred to the student record system of the University, to become part of your official student records.
8. Personal data of the students of the University will be used for all purposes relating to studies at, activities conducted by, and facilities, services and benefits provided by the University (in particular those governed by the relevant regulations, policies and procedures of the University). Personal data and photo images of students may also be used by the Hong Kong University Students’ Union for the production of membership cards and conduct of activities.
9. Personal data of the students of the University (including study records) will be used by the University, during studies at and after leaving the University, for conducting statistical analysis, research, survey, review and audit.

10. Upon leaving the University, personal data of the students of the University will also be used for maintaining contact, updating the latest developments of the University, and provision of information (such as activities of the University).
11. Your personal data will be kept confidential and handled by the authorized staff members of the University. The University may transfer your personal data to parties outside the University, for the above functions and purposes, such as processing of student visa, arrangements of activities (including but not limited to exchanges, internships, placements, and field trips), and granting of scholarships and financial aids, and when it is required by law.
12. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to request it to supply to you a copy of the data, and to apply for correction of the data, as necessary. Applications for access to personal data should be made by using the specified form and on payment of a fee. Requests for correction of personal data should be made in writing with supporting documentation. Please address such applications and requests to the Data Protection Officer, Registry, The University of Hong Kong, except for requests for access to examination-related personal data which should be submitted to the office of the home Faculty direct.
13. You may visit the following website for the Privacy Policy Statement of the University: http://www.hku.hk/about/policies_reports/privacy_policy.html.