

THE EDUCATION 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 data collected by The Education University of Hong Kong (“the University”) (which may be during the admission process or subsequently during your studies at the University) will be used by the University to perform its administrative, education, academic and research functions and for any directly related purposes. Without prejudice to the foregoing, your personal data will be used for the following purposes:
 - a. For identifying multiple records of previous studies at the University;
 - b. For academic administration in accordance with the University’s regulations and procedures, including but not limited to registration, administering programmes of study, recording progress, organising examinations, transcripts and award certificates, managing access to the University’s facilities, application for exchange / immersion programmes/ scholarships (if applicable), teaching practice / field experience / internship arrangement (if applicable), provision of University’s services, evaluation of teaching and learning outcomes/effectiveness, production of student card, admission to hostel (if applicable) and applying any of the University's policies which may apply from time to time (including any codes of conduct and disciplinary policies); and
 - c. Upon graduation, your personal data will be converted into alumni data which will be used for administration of the University’s funding raising and alumni activities as well as data for the government to perform survey (applicable to UGC-funded full-time undergraduates only).
3. Unless otherwise specified, provision of your personal data is obligatory. Any failure to provide the relevant personal data may result in the University being unable to perform its functions and/or provide services as set out in paragraph 2 above.
4. Personal data will be kept confidential and handled by the University’s staff members only to the extent necessary. Your personal data may be transferred between different offices/units/departments of the University for the purposes set out in paragraph 2 above. The University may also disclose your personal data when authorized or required by law.
5. Under the provision of the Personal Data (Privacy) Ordinance, you have a right to request access to, obtain a copy of, and correction of your personal data held by the University. Meanwhile, it is your responsibility to ensure that your personal details, including your address and telephone number, are kept up-to-date.
6. Applications for access to and amendment of personal data should be made by writing to:

Academic Regulations and Records Section
The Registry
Room A-2/F-07, Cho Kwai Chee Foundation Building (Block A)
The Education University of Hong Kong
10 Lo Ping Road, Tai Po, New Territories
(email: exam@eduhk.hk; fax: 2948 6730)
7. The University’s Privacy Policy Statement (PPS) can be accessed at: <https://www.eduhk.hk/en/privacy-policy>.

If at any time you have any queries about the collection of your personal data as stated in this Personal Information Collection Statement, please send email to exam@eduhk.hk or fax to 2948 6730.