

Declaration on the Collection of Personal Data from Admission Applicants

Necessity of Collecting Personal Data

You are required to provide the personal data as requested in the application form. Failure to provide the necessary information may result in being unable to process your application by the University.

Use of Personal Data

The personal data you provided will be used by the University for the purpose of processing admission applications and registration (in case you are admitted). Such purposes include but are not limited to:

During the admissions stage:

- Serving as the basis for admission decisions and the consideration of scholarship awards (if applicable)
- Obtaining academic records from institutions previously attended and other relevant organizations
- Verifying the applicant's application and enrolment records within the University and its affiliated units
- Verifying identity, academic qualifications, and relevant experience (if applicable)
- Facilitating communication with applicants on admission matters
- Conducting statistical analysis, quality assurance, and review
- Other purposes directly related to the above

Disclosure and Transfer of Personal Data

All personal data will be kept confidential. However, where necessary, such data may be disclosed to third parties engaged to assist in processing the applications or in providing academic and administrative services, provided that they are bound by confidentiality obligations. For successful applicants, personal data will be transferred to student records and may be shared with partner institutions for educational and administrative purposes. For unsuccessful applicants, personal data will be destroyed within six months after the completion of the admissions process.

Access to and Correction of Personal Data

In accordance with the *Personal Data (Privacy) Ordinance*, you have the right to access, obtain copies of, and request corrections to your personal data. Requests must be supported by adequate proof of identity; otherwise, the University reserves the right to refuse the request. Applications for access may be submitted by:

- Email: admit@hksyu.edu
- Post: Data Privacy Officer, Admissions Office, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong

The University reserves the right to levy an administrative fee for processing such requests.

Hong Kong Shue Yan University
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