

Personal Information Collection Statement for Applicant
from the People’s Republic of China

This is a Personal Information Collection Statement of The Hong Kong Polytechnic University (“**PolyU**”, “**we**” or “**us**”) under the Personal Information Protection Law (“**PIPL**”) of the People’s Republic of China (“**PRC**”).

Please ensure that you have carefully read this Personal Information Collection Statement before providing your personal information (“**PI**”).

1. Collection of PI

PolyU collects your PI directly from you when you apply for admission, attend interviews and assessments and, when an offer is made to you, accept the offer and register to commence studies in Hong Kong at PolyU. Please ensure that the information you have provided is accurate and complete. To the extent permitted by the applicable laws, PolyU may collect your PI indirectly from publicly available sources, or from third parties. Unless otherwise indicated, it is obligatory to supply the requested PI. Failure to provide the requested PI may result in PolyU not being able to process your application. PolyU will only collect, hold, use and disclose PI to meet legal obligations and where it is reasonably necessary or related to one or more of its functions or activities.

(1) Types of PI to be collected

The types of PI collected or held by PolyU may typically include:

- (a) Identification and personal information, such as name, age, gender, photo image, identity card or passport/entry permit numbers, nationality.
- (b) Contact details, such as address, telephone number, email address, social media account.
- (c) Images and voice.
- (d) Interview and assessment records and evaluations.
- (e) Evaluative data provided by third parties with your consent, such as education background, academic, assessment and performance records, study data, test results, professional body associations, qualifications, scholarships, awards, work experience, and co-curricular data, and other activity records.
- (f) Information collected by means of cookies, such as webpages visited, option chosen, and/or links clicked to access.
- (g) Other information about you and provided to the University with your consent.

(2) Collection of Sensitive PI

Sensitive PI refers to PI that is likely to result in damage to the personal dignity of any natural person or damage to his or her personal or property safety once disclosed or illegally used. PolyU will solicit your consent in advance when it becomes necessary to collect any sensitive PI from you.

2. Purposes for which and how your PI will be used

PolyU may use your PI as follows:

- (1) As the basis for admission and scholarship;
- (2) As the evidence for:
 - verifying your identity, qualifications and academic records;
 - identifying possible multiple applications and obtaining records of your current and previous studies and activities at PolyU, and other institutions;
- (3) As data for:
 - managing your application account and processing your application with PolyU;
 - conducting statistical analysis, research, surveys, quality assurance and review to meet the legitimate interests of PolyU;
 - facilitating communications between you and PolyU;
 - sharing with government departments responsible for immigration and study visas;
 - informing sponsors or benefactors of scholarships and financial support;
- (4) Facilitating PolyU to comply with any applicable laws, regulations or court orders (in each case whether in Hong Kong or overseas), any request by government, statutory, regulatory or law enforcement authority, and valid legal process; protecting the rights of PolyU or its affiliate;
- (5) Facilitating implementation of policies and procedures of PolyU, and monitoring their compliance; and
- (6) For all other purposes directly relating to any of the above.

3. Entrustment of processing, Sharing, Transfer and Public Disclosure of PI

Except otherwise provided for in any applicable law or regulation or required by any competent regulatory authority, PolyU will only disclose your PI to a third party in the following circumstances. Some of these parties may be located outside of the Mainland or the PRC.

(1) Entrustment of Processing

PolyU may engage external service providers to assist us in providing support or processing your PI on its behalf for the purposes set out in paragraph 2 above.

PolyU will enter into agreements with the companies, organizations and individuals to whom we entrust the processing of your PI, which will bind them to processing your PI in accordance with the University's requirements, this Personal Information Collection Statement, and other relevant confidentiality and security measures.

(2) Sharing

In case of application for admission to a programme jointly offered or collaborated by PolyU and its partner institution(s), your personal data will be shared with the partner institution(s) (whether in Hong Kong or overseas) for the above purposes.

PolyU will not share your PI with the third party, unless your prior explicit consent or authorization has been obtained.

(3) Transfer

PolyU will not transfer your PI to any third party, unless your prior explicit consent or authorization has been obtained.

(4) Public Disclosure

PolyU will not disclose your PI to the public, unless:

- (a) Your prior explicit consent has been obtained; or
- (b) PolyU does so pursuant to any mandatory requirement of any applicable law or regulation, legal proceeding or competent government authority.

4. Security and Retention of PI

(1) Security

- (a) Your PI is created, stored and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across PolyU, or provided by externally hosted and supported systems. PolyU will take appropriate steps to protect the PI we hold against unauthorized or accidental access, use, loss, processing, erasure, transmission, modification or disclosure. When PolyU needs to disclose or transfer PI to outside third-parties, PolyU will take appropriate steps to protect the privacy of the PI to be disclosed or transferred (for example, requiring third-party service provider to keep confidential any PI with which it comes into contact).
- (b) PolyU will take any and all reasonable and feasible measures to protect your PI and we will not collect any PI that is irrelevant to achieving the purpose for processing your PI as stated in this Personal Information Collection Statement.
- (c) The Internet is not 100% safe and secure. PolyU will do our best to ensure the safety of the PI that you have provided us through the Internet. In the event of any PI leakage, PolyU will promptly inform you of the leakage and its possible consequence, the action we have taken or will take, and any action you may take, pursuant to the applicable law or regulation. PolyU will promptly notify you by email, regular mail, telephone or push notification and if it is too difficult to reach all the owners of the PI, we will make a public announcement in a reasonable and effective manner.

(2) Retention

In principle, PolyU will only store your PI within the time limit that is necessary to process the application, unless the extended retention is required or allowed by any applicable law or regulation.

Upon your admission as a student of PolyU (i.e. you accepted our offer by completing the programme registration), your PI provided during application will become part of your official student records. The student records will be used by departments and offices of PolyU for all purposes and activities related to your studies and activities as specified in the Personal Information Collection Statement for Students [<https://www.polyu.edu.hk/ar/pics/>]. PolyU will manage the student information system strictly in accordance with the laws and regulations of Hong Kong.

In the event your application is not accepted or you do not accept our offer, PolyU will either irreversibly anonymize (and the anonymized information will be retained) or securely destroyed your PI according to the prevailing policy and procedures.

5. Your Rights

Pursuant to applicable laws, regulations and standards of the PRC and any other national or regional practice, you may exercise the following rights to your PI:

(1) Access

You have the right to access your PI, unless laws and regulations specify otherwise. If you wish to access your data, you may do so by sending an email to us with “Personal Information Inquiry” in the subject line to the respective email addresses set out in paragraph 7. Please mark all communications “Confidential”. We will respond to your access request within a reasonable time.

(2) Rectify

When you find a mistake in PI your have submitted, you have the right to ask us to rectify it. You may send an email to us with “Personal Information Correction Request” in the subject line to the respective email addresses set out in paragraph 7. Please mark all communications “Confidential”. We will respond to your rectification request within a reasonable time.

(3) Delete

You can submit a request to delete your PI to us under the following circumstances:

- (a) If our processing of PI violates laws or regulations;
- (b) If the University collected and used your PI without your consent;
- (c) If our processing of PI breaches our agreement with you; or
- (d) If you do not wish to proceed with the application.

When your PI is removed from our service system, PolyU may not immediately delete the same from our backup system until the related backup is updated.

(4) Change the scope of or withdraw your consent

You may change the scope of PI you have agreed for us to process, or withdraw your consent by sending an email to the respective email addresses set out in paragraph 7. We will respond within a reasonable time to confirm your request. When you withdraw your consent, PolyU will cease processing your PI concerned and become unable to continue to perform the related process for you.

(5) To obtain a copy of your PI

You have the right to obtain a copy of your PI by sending us an email to the respective email addresses set out in paragraph 7. We will respond within a reasonable time.

(6) To respond to your requests hereinabove

For security reasons, PolyU may require you to provide a written request or identify yourself in any other way. PolyU may also require that your identification be verified before your

request may be processed.

In principle, PolyU will not charge you for the above requests provided that they are reasonable. In some cases, PolyU may reject the request or you may have to bear the costs of complying with your request if we consider that the request is unreasonable. For example, if you made the same request for multiple times without any justification, the request would bring any risk to the legal right or interest of any other person, or it is too costly to comply.

Further, PolyU may not be able to respond to your request if it is so required under any special provision of any applicable law or regulation, or pursuant to any legitimate requirement of any administrative, judicial or other competent authority.

6. PI of Minors

If you are under the age of fourteen, please consult your parents or guardian(s) on this Personal Information Collection Statement, and ensure that you understand the matters set out therein. You should obtain the written consent of your parent or guardian before providing your PI to us.

PolyU will not share, transfer or disclose publicly the PI of a minor collected with the consent of the parent or guardian, unless it is allowed under the applicable law, and the explicit consent of the parent or guardian is obtained or it is necessary to do so in order to protect the minor.

If PolyU discovers that we have collected the PI of any minor without first obtaining the verifiable consent of the parent or guardian, we will delete such PI as soon as practicable pursuant to the applicable law.

If you are the guardian of a minor and you have any question regarding the PI of the minor, please contact us by sending an email to the respective email addresses set out in paragraph 7.

7. Enquiries

You may contact us by email (marked “Confidential”):-

Applicant for Undergraduate studies and Taught Postgraduate studies: Academic Registry at ar.dept@polyu.edu.hk

Applicant for Research Postgraduate studies: Graduate School at gs.admission@polyu.edu.hk

8. Update of This Personal Information Collection Statement

PolyU reserves the right of interpretation for all terms as stated in this Personal Information Collection Statement. This Personal Information Collection Statement may from time to time be revised, or otherwise changed as PolyU deems necessary but we will endeavor to give you advance notice of any such revision or change where practicable.