STUDENT Locker SERVICE – Regulations for 2018/19

REGULATIONS GOVERNING THE USE OF STUDENT LOCKERS:

1) Students must read carefully the General Information on Student Lockers available at Centre STARS webpage \( (http://www.polyu.edu.hk/stars/resources-and-services/locker/general-information/) \) before application and making use of any lockers provided on campus.

2) **Request for relocation of locker is NOT allowed.** Applicants should choose locker location carefully before submitting their application.

3) Lockers are allocated to students for storing study related items e.g. books, notes, stationery and related academic materials for convenience of study. Storage of any items that would cause or is likely to cause danger or nuisance to the environment or other members of the University e.g. explosives, pets, etc. are prohibited. And, students are advised not to store any valuable items such as cash, digital devices, personal identity documents etc. inside the lockers. The University will not be responsible for the loss or damage of any items stored inside the lockers. Students must take full responsibility for the items stored in their lockers.

4) Students must keep their lockers locked at all times. If Centre STARS finds any assigned lockers unlocked, warning notice would be issued. If those lockers are still unlocked 6 days after warning notice issued, Centre STARS reserves the right to lock such locker with our own padlock and suspend it from use. And, **our Office reserves the right to dispose items found inside if locker users still do not properly lock their lockers 2 months after warning notice issued or at end of rental period, whichever is earlier.** If locker users would like to return the locker to Centre STARS before the end of the rental period, they should inform Centre STARS via [https://www.polyu.edu.hk/mysurvey/index.php/715727?lang=en](https://www.polyu.edu.hk/mysurvey/index.php/715727?lang=en).

5) Students should prepare their own padlocks to lock their lockers. High quality steel-padlocks with base of 35-40 mm wide is recommended. Combination padlocks or other padlocks are not recommended.

6) Locker users should pay frequent visit to the locker allocated and, by doing so, be alert against theft.

7) No stickers or posters are allowed on both the interior and exterior of the locker.

8) Locker users must observe the rental period and deadline of clearance as the student gave consent to the regulations at the time when the student submitted application for locker rental for the said academic year. **The deadline in 2018/19 is 20 July 2019.**

9) Occupying student locker(s) without proper application & approving procedures, and failure to observe the deadline of clearance are treated as unauthorized use. Our Office will check regularly and force open any locker(s) and dispose of any items which are found inside lockers occupied by any unauthorized user(s). Our Office is not liable for any loss or damage of items cleared from lockers occupied by any unauthorized users.

10) The University reserves the right, in case of emergency or violation of the Regulations Governing the Use of Student Lockers, to take possession of the locker concerned, to dispose items found inside and to forfeit the right for using locker without prior notice. The University is not liable for any loss or damage of the property found inside the locker under such circumstance.
11) Students are advised to pay attention to possible disciplinary consequence arising from misuse of university amenities:

- The locker so allocated through proper application channel is deemed for use by the student who made the application. Any student found to have given the right of locker access to other person or any outsider(s) are subject to student disciplinary actions.

- Storage of any items of illegal nature or of which may cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment/the University/general public (e.g. perishable food, explosives, pets, weapons, etc.) is strictly prohibited. Such cases will be referred to the Student Discipline Committee of the University.

- Any violation of the locker regulations may result in termination of the use of lockers and/or confiscation of items kept inside lockers and/or suspension of use of locker in the future. Our Office reserves the right to charge an administrative cost of $100 for forcing open any lockers with unauthorized and/or improper use. Our Office reserves the right to take disciplinary actions against students who do not observe the rules governing the use of lockers as well as those do not settle the $100 administrative cost for PolyU’s effort in forcing open overdue lockers or lockers with unauthorized use.

12) Handling of Information and Personal Data Provided

i) Your provision of all the personal data requested in the is obligatory. Failure to provide those data may affect the processing and outcome of your application.

ii) The personal data and information provided in the locker application and in supplementary document(s) if any, will be used by Centre STARS and for activities relating to: (i) processing of this application (ii) the use of student locker.

iii) The personal data and information collected in this application may be disclosed to relevant parties including PolyU units (if applicable):
   a) for the purposes mentioned in paragraph ii above, and
   b) where such disclosure is authorized or required by law.

iv) In accordance with the Personal Data (Privacy) Ordinance, you have the right to access and correct the personal data provided by you in the application and also to request a copy of such data. If you wish to access your personal data kept in our records, you may submit a request via the “Data Access Request Form” which is obtainable at the Academic Secretariat Service Centre at M101, PolyU. A handling fee will be charged.

v) For details of PolyU Personal Information Collection Statement (PICS) for students, please visit http://www.polyu.edu.hk/as/PICS.pdf.

All enquiries concerning the use of lockers could be directed to Centre STARS:

Location: Room QT308, 3/F (Entrance at Core T)
Tel: 2766 6800
E-mail: stars.locker@polyu.edu.hk

Centre STARS
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