Personal Information Collection Statement for Applicant

This is a personal information collection statement under the Personal Data (Privacy) Ordinance.

1. Purpose of Collection

The personal data provided by you to The Hong Kong Polytechnic University ("PolyU") to apply for admission will be used by PolyU for the following purposes:

- As the basis for selection for admission and scholarship;
- As the evidence for:

  (a) verifying your identity, qualifications and academic records;
  (b) identifying possible multiple applications and obtaining records of your current and previous studies and activities at PolyU, and other institutions;

- As data for:

  (a) managing your application account and processing your application with PolyU;
  (b) conducting statistical analysis, research, surveys, quality assurance and review to meet the legitimate interests of PolyU;
  (c) facilitating communications between you and PolyU;
  (d) sharing with government departments responsible for immigration and study visas;
  (e) informing sponsors or benefactors of scholarships and financial support;

- 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;
- Facilitating implementation of policies and procedures of PolyU, and monitoring their compliance; and

- Other purposes directly relating to any of the above.

Upon your admission as a student of PolyU (i.e. you accepted our offer by completing the programme registration), your personal data 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* . PolyU will manage the student information system strictly in accordance with the laws and regulations of Hong Kong.

In case 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 destroy your personal data according to the prevailing policy and procedures.

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.

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2. If you do not provide the personal data, other than those items indicated as optional, we may not be able to process your application for admission or maintain contact with you.

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3. Disclosure and Transfer of Personal Data

PolyU will keep your personal data confidential and only authorised staff members of PolyU will have access to and handle your personal data. PolyU may disclose or transfer your personal data to agencies, service providers, and contractors engaged in activities on behalf of PolyU within or outside Hong Kong solely for the purposes set out in paragraph 1 above.

PolyU may disclose your personal data when authorised or required by law and in response to requests from law enforcement authorities, government departments or regulatory authorities, or where required to protect the rights or properties of PolyU or its affiliate.

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4. Access and Correction of Personal Data

You have the right to request access and correction of your personal data held by PolyU. A fee may be imposed by PolyU for processing your data access request.

Correction of personal data can be performed via the relevant online platforms (i.e. eAdmission for applicants). Any data access and correction request according to the Ordinance should be made by completing the ***[Personal Data (Privacy) Ordinance Data Access Request Form](#)*** and sending it to the Academic Registry at ar.dept@polyu.edu.hk.

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5. Privacy Policy Statement

You may click [here](#) for the Privacy Policy Statement of PolyU.