**Information Sheet**

***Consent Form***

*This Consent Form is designed to let you know about the potential use of the information arising or collected from the process of Academic Advising.*

*Please READ the following information carefully before completing the Consent Form. The Academic Advisor can also explain this form to you.*

**Personal Information Collection Statement**

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

1. Purpose of Collection

The personal data provided by you to Academic Advisor of The Hong Kong Polytechnic University (“PolyU”) will be collected, retained, processed, used and transferred (within or outside of Hong Kong) for the following purposes:

* Processing your inquiries, application, registration or request for services, activities and facilities;
* Facilitating communications with you;
* Facilitating implementation of PolyU’s policies and procedures, and monitoring compliance with the same;
* Enabling PolyU to comply with any applicable procedures, laws, regulations or court orders (in each case whether in Hong Kong or overseas), any requests by government, statutory, regulatory or law enforcement authority, and valid legal processes, ordinances obligations;
* Conducting quality assurance, surveys and review, statistical analysis, and research; and
* Other purposes directly relating to any of the above.

2. You are required to provide your personal data, other than those items indicated as optional. Failure to provide such data may lead to inability to process your application, registration or request for services, activities and facilities, or maintain contact with you.

3. Disclosure and Transfer of Personal Data

PolyU will keep your personal data confidential and only authorized members will have access to and handle your personal data. PolyU may disclose or transfer your personal data to 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 also disclose your personal data when authorized or required by law and in response to requests from law enforcement agencies, government departments or regulatory authorities, or where required to protect PolyU’s rights or properties.

4. Access and Correction of Personal Data

You have the right to request for access and correction of your personal data held by PolyU. Any data access and correction request according to the Ordinance should be made in writing to Ms Christine Yeung and Ms Irene Wu, Departmental Data Protection Officers, Department of Building and Real Estate, The Hong Kong Polytechnic University, Hung Hom. A fee may be imposed for processing your data access request.

5. Security, Accuracy and Retention of your Personal Data

PolyU takes reasonable precautions to prevent the loss, misappropriation, unauthorized access or destruction of your data. PolyU also takes reasonable steps to ensure that all personal data held by it is accurate, complete, correct and reliable for the intended use.

Your personal data will be retained by PolyU according to its policy on retention of data and records.

6. Privacy Policy Statement

You may refer to <https://www.polyu.edu.hk/web/en/privacy_policy_statement/> for the Privacy Policy Statement of PolyU.

Last updated in 07/2020

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***Confidential***

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**Consent Form for Disclosure of Information in Academic Advising**

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I have read the **Information Sheet**. I fully understand its content and consent to each of the following items with respect to the Academic Advising in the Hong Kong Polytechnic University.

1. I understand that the personal data of myself and/or other advisees are collected or discussed for the purpose of Academic Advising. The data would be kept confidential and shall only be discussed with/disclosed to individuals who are authorized to have access to such data. It shall only be used or disclosed, with my prescribed consent, or for the purpose (or a directly related purpose) for which the data have been collected.
2. For the present or future benefits of myself and related purpose, or where permitted by law, I understand and consent that the designated Academic Advisor may forward the related information to a third party ONLY on a need-to-know basis or under exceptional circumstances involving personal safety of myself and/or others.
3. I confirm that this consent shall remain valid unless and until written notice of my revocation is received by the designated Academic Advisor.

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*PolyU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Last updated in 06/2020