

此 PICS 提供英文和中文版本。如各版本存在不一致的地方，应以中文版本为准。
This PICS is available in English and Chinese. In case of discrepancies among the versions, the Chinese version shall always prevail.

香港科技大学（广州）个人信息收集声明

香港科技大学（广州）（“大学”）尊重所有人的个人信息隐私，并承诺遵守中华人民共和国（“中国”）个人信息保护法（“个人信息保护法”）的要求，以确保您的个人信息隐私受法律规定标准保护。在此过程中，我们要求所有职员和代理人以适用于大学整体的相同方式遵守个人信息保护法，并遵从最严格的安全及保密标准。

在提供您的个人信息前，请确保您仔细阅读本个人信息收集声明。

I. 个人信息的收集

在您向大学提出入学申请及注册入学时，大学将会直接向您收集您的个人信息。您在大学学习过程中，您也会不时被要求向大学提供个人信息。请确保您所提供的信息是准确和完整的。大学可能会在法律允许的范围内从公开可用的渠道或者从第三方处间接获取您的个人信息。除另有指示外，您必须提供所要求的个人信息。如您未能提供所要求的个人信息，大学可能因此无法处理您的入学申请或在您在大学学习期间无法向您提供必要的支持或协助，视情况而定，甚至可能会导致您无法继续或完成在大学的学业或无法享受由大学提供的服务、福利和设施。大学将仅为履行法定义务以及实现或开展大学一种或多种职能或活动合理所需或与之相关的目的而收集、保存、使用和披露个人信息。

(1) 收集的个人信息种类

大学收集或保存的个人信息种类主要包括：

- (i) 身份和个体信息，例如姓名、年龄、性别、照片、地址、联系方式、身份证或护照/入境许可证编号、国籍、种族或民族、宗教或类似信仰、家庭信息；
- (ii) 详细的联系方式，例如地址、电话号码、电子邮件地址、社交媒体账号、紧急联系人；
- (iii) 由大学或第三方创制的评价数据，例如教育背景、学业、评估和表现记录、学习数据、考试成绩、专业团体协会、资格证明、奖学金、奖励、工作经历、课外活动的信息，以及其他活动记录；
- (iv) 由您或第三方提供给大学的信息，例如银行账号信息、财政资助记录、医学或健康相关的信息、犯罪记录；
- (v) 通过缓存文件(cookies)，例如所浏览的网页、所选的选项、和/或点击进入的链接，所收集到的信息；
- (vi) 经您同意向大学所提供的其他关于您的信息。

(2) 敏感个人信息的收集

所收集的个人信息中可能会包括您的敏感个人信息。敏感个人信息是指一旦泄露或者非法使用，容易导致自然人的人格尊严受到侵害或者人身、财产安全受到危害的个人信息，包括生物识别、宗教信仰、特定身份、医疗健康、金融账户、行踪轨迹等信息，以及不满 14 周岁未成年人的个人信息。向您收集该等敏感个人信息是为大学向您提供各种服务所必须，包括协助您完成学业，以及为大学遵守各种法律和监管义务所需。如果大学必须向您收集任何敏感个人信息，大学会事先征得您的同意。

II. 使用您的个人信息的目的和方式

大学将会按照下述规定使用您的个人信息：

- (i) 按照入学申请程序的规定作为录取和相关决定的依据，以及作为核实您的身份和学术资格的证据；
- (ii) 在获得大学的录取之后，您的个人信息将会被传输至学生信息系统。连同在注册时或在学期间任何时候所收集的额外的个人信息，如您的照片和紧急联系人，您的个人信息将会成为您学生记录的一部分，由大学的院系和办公室为与您在大学里的学业和活动相关的所有目的和事宜而使用，包括：
 - 学术咨询和评核、学生发展、课程规划和评估、资格核实、沟通、提供学生服务及福利；
 - 处理投诉、调查、执行内部规则、规定和政策、管理纪律问题；
 - 管理法律事务和诉讼，或与遵守法律、法规、法院命令或政府指令有关的事务；
 - 保护大学及/或大学的任何关联方的权利或财产；
 - 根据大学的政策和规定，查核学生同时在其他机构注册的情况；及/或
 - 其他大学认为任何与收集信息目的相关的情况。
- (iii) 毕业后，您的部分个人信息将会被传送到负责校友事务的办公室，用于沟通、组织校友活动、提供设施和服务，以及相关的校友管理；
- (iv) 预计您的个人信息也会被用于研究或统计/分析目的，以推进大学使命；
- (v) 大学可能会不时使用通过大学各种系统/平台以及和您在其他互动中所收集到的您的个人信息用于宣传；以及
- (vi) 附属于上述目的的所有其他用途。

III. 委托处理、共享、转移和公开个人信息

大学将仅在下列情形中为提供相关服务所必须而向任何第三方披露您的个人信息，但任何适用法律法规另有规定，或被任何主管机构要求披露的情况除外。下列部分第三方可能位于内地或中国境外。

(1) 委托处理

大学可以委托外部的服务提供商及/或允许香港科技大学（“港科大”）协助其提供支持或代表其为上述第 II 条规定的目的处理您的个人信息。

大学将会与其委托处理个人信息的公司、组织和个人签订保密协议，以约束他们根据大学的要求、本个人信息收集声明和其他相关的保密和安全措施处理个人信息。

(2) 个人信息的共享

大学会根据任何适用的法律、法规或标准征求您的同意，并根据您明示的同意，与第三方共享您的个人信息。该等第三方将包括：

- (i) 港科大和大学直接或间接持有股份的、或者大学参与的共同运营或合作的任何其他实体，或者前述实体的任何继承人或受让人，该等情况适用于在您申请或注册或参与由该等实体或由大学和该等实体共同组织或提供的项目、课程、活动、计划、协作或其他安排时；
- (ii) 大学为履行其与您之间的任何合同或履行其与相关服务提供商的合同，而聘请的向大学提供服务或代表大学提供服务的任何代理商、承包商、顾问或第三方服务提供商，包括银行、保险公司、在交换项目或其他学术合作中的海外机构、服务供应商、专业顾问（例如会计师、审计师和律师）；以及
- (iii) 大学与之合作共同提供课程或提供用于宣传其他机会的合作机构。大学可能使用及/或向合作机构提供用于宣传的个人信息包括大学持有并不时更新的您的姓名、学生/校友编号、毕业年份（实际或预计）、就读课程、雇主名称、详细的联系方式（家庭/办公地址、个人/办公电子邮箱、电话号码）、入学记录以及人口统计资料。大学及/或其合作机构可能使用您的个人信息进行的宣传活动的类型包括(a)为您提供职位招聘信息、学术课程详情以及大学及/或其合作机构有关筹款呼吁、最新学术或其他课程和活动的信息；以及(b)为大学及/或其合作机构作出宣传，包括宣传大学和/或其合作机构参与的特定项目等。

该等第三方将根据其隐私政策使用您的个人信息。请浏览相关第三方的网页获取更多详情。

如果您需要了解本第 III(2)条规定的(i)到(iii)项情形中所涉及的任何实体或个人，您可按照下文第 VIII 条所列出的信息与大学联系，请在主题栏注明“第三方信息查询”，大学将会在收到电子邮件后在合理的时间内做出回复。

如果您希望就任何上述第三方处理个人信息的具体行为行使您的权利或者需要更多信息或说明，您也可以按照下文第 VIII 条所列出的信息与大学联系。

为尽快处理您的请求，大学可能会代表您联系位于中国境内或境外的任何第三方。

大学可能会根据任何适用法律法规规定的义务、执行任何法律程序所必要、或者任何主管政府机构依法提出的要求而分享您的个人信息，

(3) 转移

除下列情况外，大学将不会把您的个人信息转移给任何第三方：

- (i) 事先已获得您明确的同意或授权；
- (ii) 在涉及任何合并、收购或破产清算程序中，如果需要转移您的个人信息，大学将会要求任何接替持有您的个人信息的第三方受到本个人信息收集声明的约束；否则，该等第三方应重新征求您的同意。

(4) 公开

除下列情况外，大学将不会向公众披露您的个人信息：

- (i) 事先已获得您的明确同意。
- (ii) 大学根据任何适用的法律法规、法律程序或者主管政府机构的任何强制性要求公开您的个人信息。

IV. 个人信息的安全和保存

(1) 个人信息的安全

- (i) 您的个人信息安全地以各种纸质或电子格式被创制、保存和传输，包括在大学内部共享的、或者由外部托管或支持的系统所提供的数据库。大学将会采取适当的措施保护其所持有的个人信息免受未经授权或意外的查阅、使用、遗失、处理、删除、传输、修改或披露。当大学需要向校外第三方披露、转移或分配个人信息时，大学将采取适当的措施保护待披露、转移或分配的隐私（例如，要求第三方服务供应商对其所接触的任何个人信息进行保密）。
- (ii) 大学将会采取任何和所有合理和可行的措施保护您的个人信息，且大学保证其将不会收集与个人信息收集声明所述的、处理您的个人信息的目的无关的任何个人信息。
- (iii) 互联网环境并非百分之百安全，大学将尽力确保您通过互联网提供给大学的任何个人信息的安全。如果发生任何个人信息泄露的事件，大学将会根据适用的法律法规及时告知您泄露的情况以及可能的影响、大学已采取或将要采取的处置措施、以及您可以采取的行动等。大学将及时以电子邮件、信函、电话或推送通知等方式告知您相关的情况，难以逐一告知个人信息的所有人时，大学将会采取合理、有效的方式发布公告。

(2) 个人信息的保存

大学原则上仅在其向您提供服务所需的期限内保存您的个人信息，具体保存期限按下列标准中较长者为准：

- (i) 完成本个人信息收集声明所述的目的所必需的期间，除非法律要求或允许延长保存期限；
- (ii) 保证大学为您提供服务的安全和质量所需的时间；或者
- (iii) 适用的法律法规明确要求的期间。

大学的个人信息保存期限根据运营需要而定。不再需要时，您的个人信息会被进行不可逆的匿名化处理（经过匿名化的信息将会被保留）或者被安全地销毁。例如，当您离开大学后，为了履行大学的公共任务和法定义务，跟您学位授予有关的个人信息可能会被保留。

V. 您的权利

按照中国适用的法律、法规、标准以及其他国家或地区的通行做法，您可以对自己的个人信息行使以下权利：

(1) 查阅您的个人信息

除非法律法规另有规定，您有权查阅您的个人信息。如果您希望查阅您的信息，您可以按照第VIII条所列的联系方式向大学发送电子邮件，在主题栏注明“个人信息查询”。大学将在合理的时间内回复您的查阅要求。

对于您在大学学习期间所产生的其他个人信息，如果无需过多的投入，大学将会为您提供访问渠道。如果您希望查阅该等信息，请按照第VIII条所列的联系方式向大学发送电子邮件，在主题栏注明“个人信息查询”。

(2) 更正您的个人信息

如果您发现大学所处理的您的个人信息有误，您有权要求大学更正。您可以按照第 VIII 条所列的联系方式向大学发送电子邮件，在主题栏注明“个人信息更正要求”。大学将会在合理的时间内回复您的更正要求。

(3) 删除您的个人信息

您可以在下列情况下向大学提出删除您的个人信息的请求：

1. 如果大学处理个人信息的行为违反了法律法规；
2. 如果大学收集、使用了您的个人信息，却未征得您的同意；
3. 如果大学处理个人信息的行为违反了大学与您的约定；
4. 如果您不再使用大学的服务或者您注销了您在大学的账号（如适用）；或者
5. 如果大学不再向您提供服务。

当您的个人信息从大学的服务系统中删除后，大学可能不会立即在备份系统中删除相应的信息，但会在备份更新时删除这些信息。

(4) 改变或撤回您授权同意的范围

大学为提供任何一项服务之目的需要不同的个人信息。您可以通过向第 VIII 条所列的联系方式发送邮件，就任何一项服务改变同意大学处理您的个人信息的范围或撤回您的授权同意。大学将会在合理的时间内回复确认您的请求。当您撤回同意时，大学将会停止处理您有关的个人信息，且无法继续为您提供相关的服务，但不会影响此前基于您的同意对您的个人信息的处理。

(5) 获取您个人信息的副本

您有权通过第 VIII 条所列的联系方式向大学发送电子邮件获取您的个人信息副本，大学将在合理时间内予以回复。

(6) 约束信息系统自动决策

在某些服务中，大学可能仅依据信息系统、算法等在内的非人工自动决策机制做出决定。如果这些决定显著影响您的任何合法权益，您可以通过第 VIII 条所列的联系方式与大学联系，要求大学做出解释，或者拒绝接受大学通过自动化决策的方式做出决定，大学将在合理时间内予以回复。

(7) 响应您的上述请求

为保障安全，大学可能会要求您提供书面请求，或以其他方式证明您的身份。大学可能会在处理您的请求前先要求验证您的身份。在收到您的请求后，大学将在合理的时间内予以回复。

对于您合理的请求，大学原则上不收取费用，但对多次重复、超出合理限度的请求，大学将视情况收取一定成本费用。对于不合理的重复、需要大学提供无法合理提供的技术手段（例如，需要开发新系统或从根本上改变现行惯例）、给他人合法权益带来风险或者难以实现（例如，涉及备份磁带上存放的信息）的请求，大学可能会予以拒绝。

此外，在适用的法律法规有特别规定，或者行政机构、司法机构及其他主管机构有合法要求等情形下，大学可能无法响应您的请求。

VI. 未成年人的个人信息

如果您未满 14 周岁，请就本个人信息收集声明的内容咨询您的父母或监护人，并确保您了解个人信息收集声明所列的各项事宜。在您向大学提供个人信息前，您应该获得您父母或监护人的书面同意。

大学经未成年人父母或监护人同意所收集的未成年人的个人信息将不会被共享、转移或公开，但为适用的法律允许、经父母或监护人明确同意，或为保护未成年人所必须的情况除外。

如果大学发现在未事先获得可证实的父母或监护人同意的情况下收集了任何未成年人的个人信息，则会在适用的法律要求的情况下尽快删除相关数据。

如果您是未成年人的监护人，并对未成年人的个人信息存有任何疑问，请按照第 VIII 条所列的联系方式与大学联系。

VII. 您的个人信息如何在全球范围传输

原则上大学在中国境内收集和产生的个人信息将存储在中国境内。

大学基于世界各地的资源和服务器提供服务，换言之，在获得您的同意后，您的个人信息可能会被传输到您所在的国家/地区的境外管辖区，或者受到来自这些管辖区的访问。

此类管辖区可能设有不同的数据保护法，或甚至未设立相关法律。在这种情况下，大学将确保您的个人信息可以获得在中国境内同等程度的保护。例如，大学将会就您个人信息的跨境传输征求您的同意，或者在跨境传输数据前实施数据去标识化以及采取其他安全措施。

VIII. 查询

就本个人信息收集声明相关事宜，您可以通过以下方式联系相关部门：

霍英东研究生院研究生招生录取办公室
电子邮箱：pgadmitgz@hkust-gz.edu.cn

教务管理处
电子邮箱：gzars@hkust-gz.edu.cn

请在所有通信中注明“保密”。

IX. 本个人信息收集声明的更新

大学保留其对个人信息收集声明内所有条款的解释权。个人信息收集声明可能会不时被修改，或在大学认为必要时予以变更，但大学将在可行的情况下尽力在出现任何该等修改或更改前向您事先发出通知。

HKUST(GZ) Personal Information Collection Statement

The Hong Kong University of Science and Technology (Guangzhou) (the “**University**”) respects the personal data privacy of all individuals and pledges to be in compliance with the requirements of the Personal Information Protection Law (“**PIPL**”) of the People’s Republic of China (“**PRC**”) so that the privacy of your personal data is protected in accordance with the standard required by law. In doing so, we require all our staff and agents to comply with the PIPL in the same manner as the PIPL applies to the University as a whole and adhere to the strictest standards of security and confidentiality.

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

I. Collection of PI

The University collects your PI directly from you when you apply for admission with the University and register to commence study with the University. You will also be required to supply the University with PI from time to time throughout your study. Please also ensure that the information you provided are accurate and complete. The University may collect your PI indirectly from publicly available sources, or from third parties to the extent permitted by the applicable law. Unless otherwise indicated, it is obligatory to supply the requested PI. Failure to provide the requested PI may result in the University not being able to process your admission application or provide you with the necessary support or assistance during your studies with the University, as the case may be, or even result in your inability to continue or complete study at the University, or failure to enjoy the services, benefits and facilities provided by the University. The University will only collect, hold, use and disclose PI to enable the University to meet legal obligations and where it is reasonably necessary or related to one or more of the University’s functions or activities.

(1) Types of PI to be collected

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

- (i) Identification and personal information, such as name, age, gender, photo image, address, contact details, ID card or passport/entry permit numbers, nationality, racial or ethnic origin, religious or similar belief, family data.
- (ii) Contact details, such as address, telephone number, email address, social media account, emergency contact.
- (iii) Evaluative data created by the University or third parties, 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.
- (iv) Information provided by you or third parties to the University, such as bank account information, financial aid records, medical or health-related information, criminal records.
- (v) Information collected by means of cookies, such as webpages visited, option chosen, and/or links clicked to access.
- (vi) Other information about you provided to the University with your consent.

(2) Collection of Sensitive PI

PI collected may also include your sensitive PI. Sensitive PI refers to PI that are 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, including such information as biometric identification, religious belief, specific identity, medical health, financial account and whereabouts and tracks, as well as the PI of minors under the age of 14. Such sensitive PI as may be collected from you is necessary for the University to provide you with its various services, including assistance to your academic studies, and for compliance with its various legal and regulatory obligations. When it becomes necessary to collect any sensitive PI from you, the University will solicit your consent in advance.

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

Your PI may be used by the University as follows:

- (i) As basis for admission and related decisions as stipulated in the application processes, and evidence for verification of your identity and academic qualifications.
- (ii) Upon acceptance to the University, your PI will be transferred to the student information system. Together with additional PI such as your photo image and emergency contacts collected at the time of registration or at any time throughout your study, they become part of your student records which will be used by departments and offices of the University for all purposes and activities related to your studies and activities at the University, including but not limited to: -
 - academic advising and assessment, student development, program planning and evaluation, verification of qualifications, communication, provision of student services and benefits,
 - handling complaints, investigations, enforcing internal rules, regulations and policies, managing disciplinary issues,
 - managing legal matters and litigation, or matters in connection with compliance with the law, regulation, court order or government directions,
 - protecting the University's and/or any affiliate of the University's rights or properties,
 - handling checks for concurrent registration at other institutions, as governed by the policies and regulations of the University, and/or
 - other circumstances which the University considers to be related to any of the purposes for which the PI is collected.
- (iii) Upon graduation, part of your PI will be passed to the office responsible for alumni matters for communication, organizing alumni events and activities, provision of facilities and services, and related alumni administration.
- (iv) It is expected that your PI will also be used for research or statistical/analytical purposes to further the University's mission;
- (v) The University may from time to time use your PI collected through the University's various systems/platforms and other interactions with you in marketing; and
- (vi) For all other purposes ancillary to the above purposes.

III. 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, the University will only disclose to any third party your PI, as necessary for the related service, in the following circumstances. Some of these parties may be located outside of the Mainland or the PRC.

(1) Entrustment of Processing

The University may engage external service providers and/or permit The Hong Kong University of Science and Technology ("HKUST") to assist it in providing support or processing your PI on its behalf for the purposes set out in Clause II above.

The University will enter into non-disclosure agreements with the companies, organizations and individuals to whom the University entrusts the processing of PI, which will bind them to processing the PI in accordance with the University's requirements, the Personal Information Collection Statement, and other relevant confidentiality and security measures.

(2) Sharing of PI

The University solicits your consent, pursuant to any applicable law or regulation or standard, and with your explicit consent, will share with the third party your PI. Such third party will include:

- (i) HKUST and any other entity in which the University holds shares directly or indirectly or which the University engages for joint operation or cooperation, or any successor or transferee of the above, in the event that you apply or register for, or participate in programs, courses, activities, schemes, collaboration or other arrangements organized or offered by such entity or jointly organized or offered by the University and such entity;
- (ii) Any agent, contractor, advisor, or third-party service provider engaged by the University to provide services to or on behalf of the University, in order to fulfill any contract between us and you or between us and such service provider, including bankers, insurance companies, overseas institutions in the case

of exchange programs or other academic collaboration, service suppliers, professional advisors (such as accountants, auditors and lawyers); and

- (iii) Partner institutions with which the University in collaboration jointly offers programs or other opportunities for use in marketing. The PI the University may use and/or provide to partner institutions for use in marketing includes your name, student/alumni number, year of graduation (actual or expected), program of study, employer name, contact details (home/office address, personal/business email address, phone number), enrolment records and demographic data as held by the University and updated from time to time. The types of marketing activities the University and/or partner institutions may conduct using your PI include (a) providing you with job posting information, academic program details, and information on fundraising initiatives, latest academic or other programs and events at the University and/or partner institutions and (b) conducting marketing or promotion for the University and/or partner institutions, including specific programs and initiatives of the University and/or partner institutions.

Your PI will be used by such third parties in accordance with their privacy policies. Please visit the third parties' website for more details.

If you need to know any entity or individual who is involved in the circumstances (i) to (iii) under this Clause III(2), you may contact us at the information stated in Clause VIII below, noting "Third-Party Data Inquiry" in the subject line, to which the University will respond within a reasonable time from receiving the email.

If you wish to exercise your rights or need more information or clarification on specific PI processing by any of the above third parties you may also contact us at the information stated in Clause VIII below.

To facilitate your requests, we may liaise with any third parties located within or outside the PRC on your behalf.

The University may share your PI pursuant to any obligation under any applicable law or regulation or the need to enforce any legal proceeding, or the requirement raised by any competent government authority according to law.

(3) Transfer

The University will not transfer your PI to any third party, unless:

- (i) Your prior explicit consent or authorization has been obtained;
- (ii) It involves any merger, acquisition, or insolvency and liquidation proceedings, where, if the transfer of your PI is involved, the University will require that any succeeding third party that comes to hold your PI continue to be bound by the Personal Information Collection Statement; otherwise, such third party shall re-solicit your consent.

(4) Public Disclosure

The University will not disclose your PI to the public, unless:

- (i) Your prior explicit consent has been obtained.
- (ii) The University does so pursuant to any mandatory requirement of any applicable law or regulation, legal proceeding or competent government authority.

IV. Security and Retention of PI

(1) Security of PI

- (i) Your PI is created, stored and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across the University, or provided by externally hosted and supported systems. The University will take appropriate steps to protect the PI held by it against unauthorized or accidental access, use, loss, processing, erasure, transmission, modification or disclosure. When the University needs to disclose, transfer or assign PI to outside third-parties, the University will take appropriate steps to protect the privacy of the PI to be disclosed, transferred or assigned (for example, requiring third-party service providers to keep confidential any PI with which it comes into contact).

(ii) The University will take any and all reasonable and feasible measures to protect your PI and the University ensures that the University will not collect any PI that is irrelevant to achieving the purpose for processing your PI as stated in the Personal Information Collection Statement.

(iii) The Internet is not 100% safe and secure, and the University will do its best to ensure the safety of the PI that you provide us through the Internet. In the event of any PI leakage, the University will promptly inform you of the leakage and its possible consequence, the action the University has taken or will take, and any action you may take, pursuant to the applicable law or regulation. The University 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, the University will make a public announcement in a reasonable and effective manner.

(2) Retention of PI

In principle, the University will only store your PI within the time limit that is necessary for us to perform the service for you, which is the longer of the following:

- (i) the period that is necessary to deliver the purposes stated in the Personal Information Collection Statement, unless the extended retention is required or allowed by laws;
- (ii) the period that the University can ensure the safety and quality of the service for you; or
- (iii) the period specified in any applicable law or regulation;

Our retention periods are based on operation needs and your PI that is no longer needed is either irreversibly anonymized (and the anonymized information will be retained) or securely destroyed. For instance, after you leave the University and in meeting the University's public task and legal obligations, the PI relating to your degree award may be retained.

V. 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 your PI.

You have the right to access your PI, unless laws and regulations specify otherwise. If you wish to access your data, you can do so by sending an email to us at the contact details stated in Clause VIII noting "Personal Information Inquiry" in the subject line. The University will respond to your access request within a reasonable time.

As for other PI generated during your course of study with the University, the University will provide you with access to such information as long as no excessive input is required. If you wish to access such data, please send an email to the contact details stated in Clause VIII noting "Personal Information Inquiry" in the subject line.

(2) Rectify your PI.

When you find a mistake in your information that the University is processing, you have the right to ask us to rectify it. You can send an email to us at the contact details stated in Clause VIII noting "Personal Information Correction Request" in the subject line. The University will respond to your rectification request within a reasonable time.

(3) Delete your PI

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

1. If our processing of PI violates laws or regulations;
2. If the University collected and used your PI without your consent;
3. If our processing of PI breaches our agreement with you;
4. If you no longer use our services or you have cancelled your account with us (if applicable); or
5. If the University no longer provides you with services.

When your PI is removed from our service system, the University 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

Different PI may be required in order for us to perform any single service. You may change the scope of PI you have agreed for us to process, or withdraw your consent, with respect to any single service, by sending an email to the contact details at Clause VIII. The University will respond within a reasonable time to confirm your request. When you withdraw your consent, the University will cease processing your PI concerned and become unable to continue to perform the related service for you, which, however, will not affect any previous processing of your PI on the basis of your consent.

(5) To obtain a copy of your PI

You have the right to obtain a copy of your PI by sending us an email at the contact details stated in Clause VIII, to which we will respond within a reasonable time.

(6) To restrict the Information System in automated decision-making

For certain services, the University may make decisions solely on the basis of nonhuman automatic decision-making mechanisms, including the Information System or algorithms. If any of your legal rights or interests is significantly affected, you may require an explanation or refuse to accept our decisions made by the automated decision-making system, by contacting us by the contact details stated in Clause VIII, to which we will respond within a reasonable time.

(7) To respond to your requests hereinabove

For security reasons, the University may require that you should provide a written request or identify yourself in any other way. The University may also require that your identification be verified before your request may be processed. The University will respond to you within a reasonable time of receiving your request.

The University will not charge you, in principle, if you have raised a reasonable request, but may ask you to pay for the cost, depending on the situation, if the same request has been raised for multiple times or the reasonable extent is exceeded. The University may reject any request that is unreasonable and filed repeatedly, that require us to offer any technical means that we cannot reasonably offer (for example, to develop a new system or fundamentally change the existing practice), or that brings any risk to any legal right or interest of any other person, or that is too hard to be feasible (for example, to create a backup copy for the information stored on the magnetic tape).

Also, 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, the University may not be able to respond to your request.

VI. PI of Minors

If you are under the age of 14, please consult your parents or guardian(s) on the contents of the 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 the University.

The PI of a minor that the University has collected with the consent of the parent or guardian will not be shared, transferred or disclosed publicly, unless it is allowed under the applicable law, the explicit consent of the parent or guardian is obtained or it is necessary to do so in order to protect the minor.

If the University discovers that it has collected the PI of any minor without first obtaining the verifiable consent of the parent or guardian, the University 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 the contact details stated in Clause VIII.

VII. How your PI is transmitted worldwide

In principle, the PI that the University collects and generates within the PRC will be stored within the PRC.

The University provides services based on its resources and servers worldwide, that is to say, with your consent, your PI might be transmitted to or accessed from a jurisdiction outside of the country/region where you are located.

Such jurisdiction might have a different data protection law, or even no relevant laws. Under such circumstances, we will ensure that your PI will enjoy the same level of protection as it does in the PRC. For instance, we will ask you for your consent to the cross-border transmission of your PI, or employ data de-identification and other security measures before the cross-border transmission of data.

VIII. Enquiries

For matters relating to this Personal Information Collection Statement, you may contact the departments as follows:-

Department of Postgraduate Outreach and Admissions, Fok Ying Tung Graduate School
Email: pgadmitgz@hkust-gz.edu.cn

Department of Academic Registry Services
Email: gzars@hkust-gz.edu.cn

Please mark all communications “Confidential”.

IX. Update of This Personal Information Collection Statement

The University 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 the University deems necessary but the University will endeavor to give you advance notice of any such revision or change where practicable.