

Personal Information Collection Statement

The Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data in Hong Kong. The PICS sets out the policies and practices of **the Council of the Hong Kong Laureate Forum ("the HKLF")** with regard to your personal data¹ and what you are agreeing to with respect to the HKLF's use of your personal data for the purposes identified below.

Purpose of Collection

The personal data provided by you in application form / Young Scientist Registration System / any other form of request for information (as the case may be) will be used by the HKLF for the following purposes:

During application for participation

- ✧ As basis for selection of participants in activities organized wholly or jointly by the HKLF;
- ✧ Managing application account and processing application, including identification of possible multiple applications by the same applicant;
- ✧ Verifying applicants' identity, qualifications and academic records;
- ✧ Obtaining records of applicants' studies and scientific activities at schools / institutions / universities;
- ✧ Collating statistical information relating to the applicants to assist the HKLF in the management and administration of the Hong Kong Laureate Forum ("the Forum") programmes and other activities;
- ✧ Facilitating communications between applicants and the HKLF; and
- ✧ Other purposes directly relating to any of the above.

Before, throughout and after the Forum (For successful applicants, i.e. Forum participants)

- ✧ E-Newsletter distribution;
- ✧ Marketing and promotion;

¹ Personal data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO").

- ✧ Processing the enrollment in the Forum programmes, event registration;
- ✧ Processing the arrangement for the Forum related administration including but not limited to accommodation, visa document, transportation, insurance, business card printing, etc;
- ✧ Processing the arrangement for the Forum related programmes including but not limited to meetings, repasts, visits, etc;
- ✧ Collating statistical information relating to the applicants to assist the HKLF in the management and administration of the Forum programmes and other activities;
- ✧ Facilitating communications between applicants and the HKLF;
- ✧ Managing alumni affairs;
- ✧ Compilation of statistical reports and the diagnosis of problems or concerning computer systems to help the HKLF improve the presentation, layout and contents of the website; and
- ✧ Other purposes directly relating to any of the above.

You are required to supply accurate, complete and up-to-date personal data to the HKLF, other than those items indicated as optional. In the absence of your personal data, we may not be able to process your application, provide you with the Forum programmes / activities or maintain contact with you.

Disclosure and Transfer of Personal Data

The HKLF will keep your personal data confidential and only authorized staff members of the HKLF and designated personnel of application portal managing IT company will have access to your personal data. The HKLF may disclose or transfer your personal data to the following parties within or outside Hong Kong:

- ✧ The HKLF's collaborating organizations;
- ✧ Agencies, service providers and contractors engaged by the HKLF.

Access and Correction of Personal Data

You are entitled to request for access to personal data held by the HKLF about you, and to correct, amend or delete such data, if necessary. You may also object to the

processing or transferring of your personal data if you have legitimate reasons to do so. The HKLF may charge a reasonable fee for the processing of such requests.

During the application period, correction of personal data can be performed via the Online Application Platform. After that, 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 programme@hklaureateforum.org.

Retention of personal data

Application data (except name, title, nationality, contact information, academic level and affiliated university or organization) of unsuccessful applicants will be erased as soon as practicable and, in any event, within one year after closure of the Forum that applicants applied for, or activity, as the case may be.

Personal data (name, title, nationality, contact information, academic level and affiliated university or organization) will be kept by the HKLF in a confidential manner for 7 years, unless the retention is governed by legislation or it is in the public interest not to erase the data, for the purposes such as (1) identify re-application and (2) conduct statistical analysis, research, surveys and review.

Enquiries

Any enquiries regarding the personal data provided in the application form and any other form of request for information (as the case may be) should be sent to programme@hklaureateforum.org.

Any requests for access to or correction to the personal data, should be made by completing the [Personal Data \(Privacy\) Ordinance Data Access Request Form](#) and sending it to programme@hklaureateforum.org.

Disclaimer and Privacy Policy Statement

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

In case of any discrepancy between the English and the Chinese versions, the English version shall prevail.