

Signature: _____ Date: _____

**THE UNIVERSITY OF HONG KONG
DEPARTMENT OF CIVIL ENGINEERING**

Personal Data (Privacy) Ordinance

Persons applying for enrolment as *Occasional Student* in the MSc(Eng) courses offered by the Department of Civil Engineering, The University of Hong Kong are asked to note the following points pursuant to the Personal Data (Privacy) Ordinance:

1. personal data provided as part of an application for registration will, during the registration process, be used solely for the purpose of registration, and in this connection, the data will be handled by University staff;
2. applicants are advised to provide all of the information requested in the registration documents, where applicable, as otherwise the University may be unable to process and consider their applications;
3. when the processing and consideration of the applications for the course(s) have been completed, the application forms will become part of the file which will thereafter be handled and destroyed by University staff after use;
4. under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access and to request the correction of their personal data, and applicants wishing to access or make corrections of their data, should submit written requests to the Department of Civil Engineering, The University of Hong Kong.