To: Applicants seeking admission to Self-funded Undergraduate Programmes

Personal Data (Privacy) Ordinance

1 The information provided by you will be used for the following purposes:
• as a basis for selection for admission to undergraduate degree programmes offered by the University and for other relevant or related purposes.
• for obtaining from the relevant institutions information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere;
• for identifying multiple applications and records of previous studies as a student in the University; and
• for transferring the relevant part of your personal data to the student record system of the University upon successful admission to the University.

2 Under the provision of the Personal Data (Privacy) Ordinance, you have the right:
• to check whether the University holds your data;
• to request a copy of the data generally available to you during and after the admission exercise, before such data is destroyed (please note that evaluative data will only be accessible after completion of the year’s admission exercise); and
• to require the University to correct any of your personal data.

3 In accordance with the Ordinance, the University is given 40 days to process applications and has the right to charge a reasonable search and photocopying fee for the processing of any request for access to personal data.

4 Please address your request for personal data access or correction to:
   Academic Registry Services Section
   Hong Kong Baptist University (Shek Mun Campus)
   13/F, 8 On Muk Street
   Shatin, New Territories