

Personal Information Collection Statement (PICS) for Visitor Registration System

This personal information collection statement is provided to comply with the requirements under the Personal Data (Privacy) Ordinance ("the Ordinance") for visitors using the Visitor Registration System.

1. Purpose of Collection

The personal data provided by you to City University of Hong Kong (CityUHK) will be collected, processed, used, and transferred for the following purposes:

- Registration for entry into CityUHK Campus;
- Facilitating communications with you;
- Enabling CityUHK to comply with any applicable procedures, laws, regulations, or court orders, any requests by government, statutory, regulatory, or law enforcement authority, and valid legal processes, ordinances, obligations;
- 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 the inability to process your registration to enter the CityUHK Campus or maintain contact with you.

3. Disclosure and Transfer of Personal Data

CityUHK will keep your personal data confidential, and only authorized members will have access to and handle your personal data.

CityUHK may disclose and transfer your personal data within the University and to law enforcement agencies, government departments, or regulatory authorities when authorized or required by law and in response to their requests, or where required to protect CityUHK's rights or properties.

4. Access and Correction of Personal Data

You have the right to request access to and correction of your personal data held by CityUHK. Such requests should be directed to the Data Protection Officer at data.protection@cityu.edu.hk. A reasonable fee may be charged by the University for the processing of any personal data access request.

5. Security and Accuracy of your Personal Data

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

6. Privacy Policy Statement

You may refer to <https://www.cityu.edu.hk/web/privacy> for the Privacy Policy Statement of CityUHK.