

The Hong Kong Chartered Governance Institute Personal Data Request Form

PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms): _____ Membership/Graduate No: _____

To: The Hong Kong Chartered Governance Institute ("HKCGI" or "the Institute")

Please provide the below further information for identity verification:-

HKID/Passport No (first 4 digits): _____ Date of birth: _____

Email: _____

I would like to obtain my following personal data kept at the Institute:- (Please insert a "✓" as appropriate.)

- | | |
|---|--|
| <input type="checkbox"/> my membership/graduate number | <input type="checkbox"/> my residential phone no. |
| <input type="checkbox"/> my mobile no. | <input type="checkbox"/> my correspondence email address |
| <input type="checkbox"/> my office telephone no. | <input type="checkbox"/> my correspondence address |
| <input type="checkbox"/> Others (please specify): _____ | |

Please provide the requested personal data to me via:- (Please insert a "✓" as appropriate.)

- | | |
|--|---|
| <input type="checkbox"/> by email to my correspondence email address | <input type="checkbox"/> by post to my correspondence address |
|--|---|

Statement on Collection of Personal Data

- i. Your supply of personal data to The Hong Kong Chartered Governance Institute ("HKCGI") is on a voluntary basis. However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to you.
- ii. The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively "the Rules") for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development ("CPD") programmes; research and/or analysis; members', graduates' and/or students' benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.
- iii. The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- iv. Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- v. HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to unsubscribe@hkcg.org.hk with your request.
- vi. Under the Personal Data (Privacy) Ordinance ("PDPO"), you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkcg.org.hk.
- vii. HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI's website, i.e. www.hkcg.org.hk.

By my signature below,

1. I declare that the information contained in this application is true and correct.
2. I have read, understood and agreed to the above.

Name of Applicant: _____ Signature: _____

Membership/Graduate No: _____ Date of Application: _____

FOR OFFICE USE ONLY

Handled on: _____ by _____ Request information sent on: _____