

## The Hong Kong Chartered Governance Institute

### Individual Package

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#### Terms & Conditions

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1. An Individual Package holder is entitled to attend 10 regular seminars (1.5/2 hours)<sup>1</sup> held within the prescribed CPD year, including the Annual Corporate and Regulatory Update (ACRU)<sup>2</sup> but excluding the Corporate Governance Conference, government funded seminars, seminars organised jointly with other institutions, seminars for Board Secretaries of the Mainland, seminars explicitly excluded by The Hong Kong Chartered Governance Institute (“HKCGI”) and HKCGI video-recorded CPD seminars.

Notes:

1. Two regular seminar units will be deducted from the package for seminars lasting 2.5/3 hours.
2. Three and five regular seminar units will be deducted from the package for morning/afternoon and full day ACRU attendance respectively.
2. The Individual Package is valid for the prescribed CPD year only, i.e. from 1 July to 30 June, in line with the financial year of HKCGI. **Any unused balance at the end of the CPD year will be lost.**
3. HKCGI does not accept split payment for the settlement of seminar fees, including but not limited to the use of a combination of two Individual Packages, or by means of partial deduction from a package with the remaining balance to be settled by any other payment methods.
4. The Practitioner’s Endorsement (“PE”) Individual Package is valid for applicants who are PE holders in the current CPD year only.
5. Applications for enrolment via the online platform are required to secure a place for each seminar on a first-come first-served basis.
6. **NO REFUNDS/CANCELLATIONS/ALTERNATES** will be entertained after the application is processed.
7. The Individual Package is not transferable and cannot be used with any other discounts or coupons.
8. All terms and conditions are subject to change without prior notice. HKCGI reserves the right of final decision on any disputes and on the usage of package.

#### Statement on Collection of Personal Data

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- (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 the applicant.
- (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@hkcgi.org.hk](mailto:unsubscribe@hkcgi.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@hkcgi.org.hk](mailto:privacyofficer@hkcgi.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. [hkcgi.org.hk](http://hkcgi.org.hk).