

The Hong Kong Chartered Governance Institute (“HKCGI”) Terms & Conditions For Enrolment in ESG Reporting Certification Course (“Course”)

1. All properly completed enrolment applications, with necessary payment tender for this HKCGI Course consisting of 7 two-hour sessions (totalling 14 hours), constitute offers, and will normally, but at the discretion of The Hong Kong Chartered Governance Institute (“HKCGI”), be accepted on a first-come, first-served basis, subject always to the terms and conditions set out herein.
2. HKCGI’s confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.
3. HKCGI reserves the right to change the instructor(s), date, time and venue of any live sessions. Any change of date, time and venue will be notified by email/SMS. No cancellation and refund request will however be entertained. Video recording of live sessions will be provided to learners for review and for attendance purpose.
4. There may be photography, filming and recording of live sessions. By participating in this HKCGI Course, you consent to being photographed, filmed or otherwise recorded, and further consent to your images and recordings (which may include your images and sounds) being used by HKCGI in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.
5. All copyright and other intellectual property rights in and to any photography, filming and sound recording at this HKCGI Course are hereby expressly reserved. Specially, no unauthorised recording or video taking by any electronic or other means by you shall be permissible.
6. By enrolling in this HKCGI Course, you declare that you are either a member/graduate/student of HKCGI, or a holder of bachelor’s degree awarded by a recognised University, or a full-time/part-time student leading to bachelor’s or higher degree.
7. In case you suffer any disability, please make this known at the time of the application for this HKCGI Course, and HKCGI will endeavour to make the necessary arrangements for access and/or accommodation of your disability, unless this will create unjustifiable hardship on HKCGI whereupon refund will be made for any payments made.
8. In case your participation is required at any live session of this HKCGI Course, you may be asked to leave online platform immediately, if HKCGI’s staff, in good faith determines that you have been deliberately ignoring related requests/instructions, including from any instructor(s) of any live session.
9. Pre-recorded sessions of this HKCGI Course will be conducted online (in the form of webinars). HKCGI has made every effort to ensure that the quality of the internet connection is sufficient for media streaming. Learners should ensure that they are in an area of stable internet connection with suitable bandwidth as this can affect user’s experience.
10. If a typhoon signal No. 8 or above or a Black Rainstorm Signal is issued before the commencement of any live session and remains hoisted at 12.00 noon, the live session will be cancelled, and alternative arrangements will be made.
11. Learners who successfully pass this HKCGI Course consisting of 7 two-hour sessions (totalling 14 hours) will be entitled to:
 - ❖ the Certificate in ESG Reporting and named as a certificate holder on the Institute’s website for public search.
 - ❖ the usage of the postnominal, ‘HKCGI Cert: ESG’, during the certificate’s two-year validity. Refresher courses will be provided for continued certification.
 - ❖ 14 Enhanced CPD hours.Passing this HKCGI Course consisting of 7 two-hour sessions (totalling 14 hours) means learners have to fulfill the following:
 - ❖ Attendance requirement: 100% attendance (Learners must attend every session in its entirety by watching the recording.)
 - ❖ Assessment requirement: Pass the assessment after each of the 7 sessions, and the final assessment after the conclusion of all 7 sessions consisting of multiple-choice questions
12. Individual/Corporate Package is not applicable in this HKCGI Course.
13. All terms and conditions are subject to change without prior notice. HKCGI reserves the right to interpret the terms and conditions as stated herein.

Statement on Collection of Personal Data

- (i) Your supply of personal data to The Hong Kong Chartered Governance Institute (“HKCGI”). 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@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.
- (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.hkcgi.org.hk.