

# Application Form

mtrAcademy



## 報名表

Please complete all parts in BLOCK LETTERS and put a "✓" in the appropriate box.

請以英文正楷填寫各部份及在適當的方格內填上"✓"號。

\* Mandatory field 必須填寫

For Office Use 由本學院填寫

Paid Date :

Handled By :

Admitted  Admission Test Needed  Rejected

### Application Details 報讀課程資料

Programme Code 課程編號	Programme Title 課程名稱
QASRS 26- _ _ _	基礎保安服務(QASRS)培訓證書課程

### Part I : Personal Particulars 甲部 : 個人資料

\* Title 稱謂  Mr 先生  Ms 女士

\* Given Names 英文名字

\* Surname 英文姓氏

(Name shown on H.K.I.D. card 香港身份證上的姓名)

\* Name in Chinese 中文姓名

\* Mobile Phone 流動電話

\* H.K.I.D. 香港身份證

\* Email Address 電郵地址

\* Date of Birth 出生日期 (Day 日/Month 月/Year 年)

Nationality 國籍

MTR Staff 港鐵員工

Staff No. 員工編號: \_\_\_\_\_

\* Correspondence Address 通訊地址

\*  HK 香港  KLN 九龍  NT 新界

#### Emergency Contact Person 緊急聯絡人

In case of emergency, we may need to contact your family or friends. Please suggest.

如遇上緊急事故，我們或需聯絡你的家人或朋友，請提供聯絡人資料。

\* Name of Contact Person 聯絡人姓名

\* Phone 電話

Relationship 關係

### Part II: Qualifications & Employment Details 乙部 : 學歷及就業資料

\* Qualifications 學歷 (In chronological order 請順序列出)

Please state your academic qualifications **and attach supporting documents** (must fulfill the basic requirements of the programmes you are applying for). If there is insufficient space, please give details on a separate sheet to be attached to the application form.

Education Level 教育程度	Date of Award 頒授日期

\* Mandatory field 必須填寫

**Part II: Qualifications & Employment Details 乙部：學歷及就業資料 (Continue 續)****Employment 工作經驗 (In chronological order 請順序列出)**

Please provide the information of your employment record **and attach supporting documents** (must fulfill the basic requirements of the programmes you are applying for). If there is insufficient space, please give details on a separate sheet to be attached to the application form.

請填寫全部工作的資料**並附上證明**(必須符合報讀課程的最低要求)。如空位不敷填寫，申請人應另頁詳列有關資料，隨報名表附上。

Name of Company 機構名稱	Position & Nature of Work 職位及職責	Part-time/Full time 全職/兼職	Date (From/To) 日期 (由/至)

**Information On Disability (Optional) 殘疾資料(自願填寫)**

The collection of information about the nature and degree of any disabilities will be used by the academy to prepare the facilities needed to support student learning. If you need special assistance, Please tick "✓" in the following box and briefly explain the situation. 本院將使用有關殘疾的資料，以準備足夠設施協助學生學習。如有需要，請在以下空格加上「✓」號，並簡略情況。

The collection of information about the nature and degree of any disabilities will be used by the academy to prepare the facilities needed to support student learning. 本院將使用有關殘疾的資料，以準備足夠設施協助學生學習。

**How did you learn about our Academy or programme information?**

閣下從哪些途徑獲悉本學院及有關課程的資訊？

- Academy Publication 學院刊物
  Newspaper 報章
  Social Media 社交媒體  
 MTR Station Advertisement 港鐵站內廣告
  Referral by Friends/Relatives/Teachers 朋友/親友/老師介紹
  Others 其他  
 MTR/Academy Websites 港鐵/學院網頁

**Why did you apply MTR Academy Programme?**

閣下為何報讀港鐵學院課程？

- Aim for a better career path 有更好事業發展
  Good reputation 學院聲譽良好  
 Good stepping stone to change career field 良好行業轉換途徑
  Special streams of study 選修專科  
 Others 其他

**Part III: Other Relevant Information 丙部：其他相關資料****General Information 一般注意事項**

- Fee payment is to be settled by credit card. MasterCard & Visa are accepted. 港鐵學院接受以 Visa 或 MasterCard 信用卡繳交費用。
- All fees paid are non-refundable. 所有已繳款項不會退還。
- Completion of our programmes does NOT guarantee employment from the MTR Corporation Limited. 港鐵學院並不保證學生完成課程後可得到香港鐵路有限公司的聘請。

**About application for Security Personnel Permit 有關申請保安人許可證事宜**

- I understand that under the provision of Security and Guarding Service Ordinance (Cap. 460), past criminal record could debar the Commissioner of Police from issuing the Security Personnel Permit.

本人理解根據保安及護衛服務條例（第 460 章），過往犯罪紀錄可能導致不獲警務處處長簽發申請保安人員許可證。

**Part III: Other Relevant Information 丙部：其他相關資料****Private Policy Statement 私隱政策****1. Your Privacy**

MTR Academy (HK) Company Limited ("MTR Academy", "we", "our" or "us") respects your legal rights of privacy when collecting, storing, using and transmitting personal data. This PPS explains our privacy practices. It is our policy to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. In doing so, we will ensure compliance by our staff to the strictest standards of security and confidentiality.

Please read the following carefully to understand our policy and practices regarding how your personal data will be treated. This policy applies to all registered and unregistered student applicants, students and alumni of MTR Academy, and may from time to time be revised, or otherwise changed where we deem necessary.

Words or terms used in this PPS which are not specifically defined in this PPS have the meaning given to them in the Terms of Use.

If there is any inconsistency between the English and Chinese versions of this PPS, the English version shall prevail.

**2. Purposes for which we will use your personal data**

We collect your personal data when you make the Application.

If you are under the age of 13 you must ask your parent or guardian before providing any personal data to us.

If you want us to process your Application, you must provide the personal data marked as "mandatory" in the Application form. Such personal data provided by you will be used by MTR Academy for the following purposes (collectively the "Purposes"):

- I. To provide various communication, administration and/or notification for the students and/or the parent/guardian of students enrolled at MTR Academy relating to MTR Academy and/or the student, including but not limited to recording, registering, processing and issuing notifications on events and activities, notices, student attendance records, transaction records for payments, student leave applications, etc.;
- II. To facilitate, operate, manage, integrate and improve the various functions of the MTR Academy's management system. Such functions include but are not limited to the student time attendance management system, events and activities facilities management system, access control and booking system for facilities at the premises, payment transaction record system, library automation system, electronic system for submission and processing of student leave applications, etc.;
- III. To generate, compile, maintain, manage and update the MTR Academy's relevant databases and/or records regarding the above, and to provide usage and/or statistics reports on the same;
- IV. To register, verify and facilitate your log-in access of, or otherwise manage your given account at MTR Academy;
- V. To detect, investigate and/or prevent activities in your Application that may be illegal or violate our Terms of Use or PICs;
- VI. To customize, enhance, maintain, improve and optimize the quality and performance of the relevant features, functions, products and/or services for handling your Application;
- VII. To use for management, maintenance, support or other administrative purposes of the MTR Academy and MTR Corporation in relation to our provision of the relevant features, functions, products, services and/or matters set out above.

It is entirely voluntary for you to provide personal data which is not marked as "mandatory" in the Application form. Purposes for which it is only voluntary for you to provide your personal data are:

- I. to enable us to further understand the demographics of our students and alumni; and
- II. to enable us to provide other services better tailored to your needs.

**Use of Data in Direct Marketing**

We intend to use your personal data for direct marketing purposes, and we may not so use your personal data unless we have received your consent (which includes an indication of no objection). We shall use your Surname, Given Name, Email Address, Birthday (if provided) and Phone Number (if provided) for marketing the business activities, courses, programmes, products and services of MTR Academy (HK) Company Limited and/or MTR Corporation Limited.

If you object to our use of your personal data for the relevant direct marketing purposes, please tick the corresponding box(es) at the bottom of the Application form. If you do not tick the boxes, you agree that we may use your personal data for the relevant direct marketing purposes.

Please tick "✓" in the box if you OBJECT TO the use of your personal data as described via the following channels:

by  Email  Phone

**1. 你的私隱權利**

港鐵學院(香港)有限公司(下稱「港鐵學院」、「我們」、「我們的」或「我們」(受格形式))在收集、保存、使用及傳送個人資料時,尊重法例賦予你的私隱權利;而本「收集個人資料聲明」旨在說明我們處理個人私隱的方法。我們的政策是要遵守香港特別行政區法例第 486 章《個人資料(私隱)條例》,藉此,我們確保我們的員工嚴格遵從有關的保安及保密標準。

以下將詳細說明我們處理個人資料的政策及方法,請仔細參閱及理解。文中所述的政策適用於港鐵學院已登記或未登記的所有學生申請人、學生及畢業生。我們有權按需要隨時修訂、或另為更改有關的內容。

當你提交申請報名參加由港鐵學院舉辦的計畫、課程及活動(「該申請」),即代表你同意並接受我們的收集個人資料聲明,並確認你(代表自己及代表任何未成年人(即指任何你負有作為家長責任的未成年人及其個人資料將被收集的未成年人(「該未成年人」)),同意我們以本收集個人資料聲明內列明的用途收集、使用及移轉你及/或該未成人之個人資料。你亦保證並確認你具有全面的法律權力及法律行為能力代表該未成人作出上述同意。如果閣下不同意或接受我們的收集個人資料聲明,請不要提交該申請。

為避免產生疑問和為方便參考,任何在此收集個人資料聲明中提及「你的個人資料」或「個人資料」即指你的個人資料及/或該未成人的個人資料(視乎情況而定)。

倘本收集個人資料聲明的英文本與中文本有任何差異的地方,則以英文本為準。

**2. 使用個人資料的用途**

當你提交該申請時,我們將收集你的個人資料。

倘你為 13 歲以下,在提供任何個人資料前,必須先徵求家長或監護人同意。如你希望我們處理你的該申請,你必須向我們提供在該申請表上被標示為必須填寫的個人資料。有關個人資料將會被港鐵學院用於以下目的(下稱「該目的」):

- I. 為向就讀港鐵學院之學生及/或其家長/監護人提供有關港鐵學院及/或其學生的各種通訊、行政及/或通告,包括但不限於記錄、登記、處理及發出有關事件和活動的通知、其他通知、學生的出席記錄、費用支付記錄、學生請假申請等。
- II. 為方便、操作、管理、整合和提升港鐵學院的管理系統的各種功能。該等功能包括但不限於學生的出席管理系統、活動和活動設施管理系統、設施使用及預訂系統、費用支付記錄系統、圖書館自動化系統、提交及處理學生請假申請的電子系統等;
- III. 為製造、編譯、維持、管理及更新港鐵學院有關上述功能的相關數據庫和/或記錄,並就此提供相關的使用和/或統計數據報告;
- IV. 為註冊、驗證和處理你於港鐵學院的帳戶登陸及帳戶管理;
- V. 為檢測、調查及/或預防在你的該申請內可能違法或違反我們的使用條款或收集個人資料聲明的活動;
- VI. 為訂製、提升、維持、改善及優化處理你的該申請及/或相關的功能、用途、產品及/或服務的質素和操作;
- VII. 為港鐵學院及香港鐵路有限公司就提供相應的功能、產品、服務及/或上述事項作相關管理、維持、技術支援或其他行政用途。

你可自願決定是否提供該申請登記表上沒有被標示為必須填寫的個人資料。你可自願提供你的個人資料所涉及的目的是:

- I. 使我們能夠進一步了解我們學生及畢業生的人口特徵;及
- II. 使我們能夠提供更切合你需要的其他服務。

**使用資料作市場推廣**

我們擬使用你的個人資料作市場推廣;除非我們已取得你的同意(包括你不反對的表示),否則我們並不可以如此使用你的個人資料。我們將會使用你的姓氏、名字、電郵地址、出生日期(如有提供)、及手提電話號碼(如有提供)推廣港鐵學院(香港)有限公司及/或香港鐵路有限公司舉辦的商業活動、課程、計畫、產品及服務。

如你反對有關市場推廣的使用你的個人資料,請在該申請登記表底部有關的空格加上剔號。如你未有在有關空格加上剔號,即代表你同意我們使用你的個人資料作有關的市場推廣。

通過:  電郵  電話

**Part IV: Other Relevant Information 丁部：其他相關資料****(Applicable to NEW students or PAST students who have an update 新生或需更新其他相關資料之舊生適用)****(Continue 續)****3. Disclosure**

In cases where we do collect personal data from you, we will:

- I. tell you (by way of this PICS or by a separate notification) that we are doing so and the use that we will make of such personal data we collect;
- II. where relevant, give you the opportunity to object to a particular use of your personal data; and
- III. tell you how we will store and handle your personal data and how you can review, change and delete the personal data we have stored.

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties for the Purposes:

- I. if MTR Academy decides to sell any relevant part of the business, to any actual or proposed assignee, transferee or successor of or to MTR Academy's rights in respect of your personal data;
- II. any agent, adviser, auditor, contractor or third party service provider and MTR Corporation Limited who provides administrative, telecommunications, computer and other services to MTR Academy and/or the relevant service(s) that you are applying to; and
- III. we may transfer your personal data outside Hong Kong to our third party service providers situated in Singapore for storage of such personal data. You must consent to such transfer of your personal data outside Hong Kong before we will process your Application.
- IV. any person to whom MTR Academy and/or MTR Corporation is under an obligation to make disclosure under the requirement of any law binding on MTR Academy and/or MTR Corporation or for the purposes of any guidelines or codes of practice issued by regulatory or other authorities with which MTR Academy and/or MTR Corporation is expected to comply.

**4. Security**

Except as mentioned in paragraph 3 above, your personal data, however stored, will be accessed only by our employees or contractors who are authorised to do so. Where personal data is stored electronically, it will be kept on a secured server and will be password-protected (or under some equivalent form of protection) and accessible only by authorised personnel of MTR Academy and/or MTR Corporation or its contractors. Employees and contractors designated to handle personal data will be instructed to do so only in accordance with this PICS.

**5. Use of Personal Data in Legal Proceedings**

If it becomes necessary that we have to take action against you for any reason whatsoever including recovering from you any money you owe us, you expressly agree that the personal data provided by you can be relied upon in identifying and taking legal action against you.

**6. Your Right to Access and Correction**

You may at any time request access to and correct personal data relating to you in any of our records. You may also ask us to delete you or your personal data from any active mailing or distribution list. To exercise any of your rights, please write to our Personal Data Privacy Officer at the address or email below marking your communication "Confidential". In response, we may ask you to provide certain details about yourself so that we can be sure you are the person to whom the data refers. We are required to respond to your requests within 40 days, but we may charge you a reasonable fee for doing so.

Personal Data Privacy Officer  
MTR Corporation Limited Legal-General Department (Marked: MTR Academy)  
Address: MTR Headquarters Building, Telford Plaza, Kowloon Bay, Kowloon, Hong Kong  
Email: PDPO@mtr.com.hk

**7. Retention of Data**

We will keep your personal data for as long as necessary to fulfil the purpose for which the data was collected. Personal data which is no longer required will be destroyed.

**8. Future Amendments**

This personal information collection statement is subject to change. Any changes will be posted on MTR Academy's website.

December 2017

This application form is produced by MTR Academy (HK) Co. Ltd solely for informational purposes. To the best of our knowledge, the content is true and accurate at the time of publication. MTR Academy (HK) Co. Ltd accepts no liability for any loss or damage howsoever arising as a result of use or reliance on this information. Where there is insufficient enrolment, a programme may be postponed or cancelled.

MTR Academy (HK) Co. Ltd. reserves the right to make any alterations to the programmes as might be required. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

**3. 資料的披露**

我們在收集你的個人資料時，將會：

- I. 向你說明我們正在收集你的個人資料以及收集的用途（以「收集個人資料聲明」或獨立通知）；
- II. 給予你反對使用個人資料作特定用途的機會；及
- III. 說明我們如何儲存及處理個人資料的方法，以及可供你查閱、更改及刪除已儲存個人資料的方法。

我們將採取所有切實可行的措施，將你的個人資料保密，然而我們可以向以下人士轉移/分派這些資料用於該目的：

- I. 若港鐵學院決定出售其業務的任何相關部份，港鐵學院對閣下個人資料權利的任何實際或建議售讓人、承轉人或繼承人；
- II. 向港鐵學院提供行政、電訊、電腦、及其他服務的任何代理人、顧問、核數師、承辦商或第三者服務供應商及/或香港鐵路有限公司；
- III. 我們可能會把你的個人資料轉移至香港境外，交予我們位於新加坡的第三者服務供應商以儲存你的個人資料。在我們處理你的該申請之前，你必須同意我們將閣下的個人資料轉移至香港境外。
- IV. 按對港鐵學院及/或香港鐵路有限公司有約束力的任何法例要求，或為了符合由監管或其他機構發出而港鐵學院及/或香港鐵路有限公司應遵守的任何指引或工作守則，任何港鐵學院及/或香港鐵路有限公司有義務向其披露資料的人士。

**4. 保安**

除上文 3 段內所提及者外，閣下的個人資料不論如何儲存，將只限於我們已獲授權查閱該等資料的僱員或承辦商方可查閱。凡以電子方式儲存的個人資料，將以被保護的伺服器保存，並將加有密碼保障(或以某種等同形式的保障措施)，以及只限於港鐵學院及香港鐵路有限公司的獲授權人員或港鐵學院及香港鐵路有限公司的承辦商方可查閱。被指定負責處理個人資料的僱員及承辦商，只在按照本收集個人資料聲明的規定下方會被指示進行相關處理。

**5. 法律程序中個人資料的應用**

你已明確同意在我們可基於任何原因，包括因迫討你拖欠的款項而須向你採取任何行動時，根據你所提供的個人資料識別你的身份並向你採取法律行動。

**6. 查閱及更正個人資料的權利**

你可隨時要求查閱及更正我們紀錄中與你有關的個人資料，你亦可要求我們從任何運作中的郵遞或分發名單中刪除你的資料。倘你須行使任何應有權利時，可按以下地址致函給我們的個人資料（私隱）主任，並在信封面上註明「保密」字樣。我們在回應你的要求時，可能要求你提供某些個人資料，以確定你確實是所處理資料的當事人。在你提出要求後，我們需要於 40 天內給予回覆，但你可能因此而需繳付合理費用。

個人資料（私隱）主任

香港鐵路有限公司法律常務部(註明：港鐵學院)

地址：港九龍九龍灣德福廣場港鐵總部大樓

電郵：PDPO@mtr.com.hk

**7. 資料的保留**

我們將按收集資料目的所需的時間保留你的個人資料。無需保留的個人資料將會銷毀。

**8. 將來修訂**

此收集個人資料聲明可作修訂。任何修改將於本網頁公布。

二零一七年十二月

本申請表由港鐵學院（香港）有限公司印製。表格內容及其準確性以印刷時為準。港鐵學院（香港）有限公司對因為使用或依賴表格內的資訊而產生任何損失或損害，本院將不會承擔任何責任。如報讀的課程人數不足，有關課程可能會延遲開課或取消。

港鐵學院（香港）有限公司保留作出任何更改課程的權利。如果英文版本和中文版本有任何不一致或歧義，以英文版本為準。

**Adverse Weather and "Extreme Conditions" Arrangements 惡劣天氣及「極端情況」安排**

Under the situations as listed below:

- Tropical Cyclone Warning Signal No. 8 (or higher) is hoisted; or
- Tropical Cyclone Warning Signal No. 8 will be issued within 2 hours as announced by the Hong Kong Observatory; or
- "Extreme conditions" after super typhoons are announced by the Government; or
- Black Rainstorm Warning Signal is in force,

the following arrangements will apply:

**For classes and examinations that have not yet started**

0600—1059 hrs	Classes and examinations before 1400 hrs. will be cancelled
1100—1459 hrs	Classes and examinations between 1400 and 1759 hrs will be cancelled
After 1500 hrs	Classes and examinations after 1800 hrs will be cancelled

**For classes and examinations that have started**

Tropical Cyclone Warning Signal No. 8 (or higher) or announcement of "extreme conditions" is made by the government	Classes will be immediately suspended Examinations will continue
Black Rainstorm Warning Signal	Classes and examinations will continue

Public announcements on suspension of classes made by the Education Bureau are not applicable to the Academy.

如遇下列情況：

- 八號（或以上）熱帶氣旋警訊已懸掛；或
- 香港天文台將於 2 小時內發出八號熱帶氣旋警訊；或
- 政府宣布超強颱風後的「極端情況」；或
- 黑色暴雨警訊生效

本學院將有以下安排：

**未開始之課堂/考試**

早上 6 時至 10 時 59 分	下午 2 時前的課堂及考試取消
早上 11 時至下午 2 時 59 分	下午 2 時至 5 時 59 分的課堂及考試取消
下午 3 時後	下午 6 時後的課堂及考試取消

**已開始之課堂/考試**

當八號或以上之颱風信號或「極端情況」公布生效時	課堂立即停課 已開始的考試繼續進行
當黑色暴雨警告信號生效時	課堂及考試繼續進行

教育局公佈的停課公告不適用於本學院。

**Declaration 聲明**

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- I authorise the Academy to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
- I consent that if registered, I will conform to the Code of Conduct of MTR Academy, the latest version is posted on [www.mtracademy.com](http://www.mtracademy.com)
- I have noted, understood and agreed to the contents of the above notes, Statement on Collection of Personal Data and MTR Academy policy on personal data (privacy).

\* Signature 簽署:

\_\_\_\_\_

\* Date 日期:

\_\_\_\_\_

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