

Personal Information Collection Statement 收集個人資料聲明

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 PICS 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.

By submitting your application for enrolment to activities, courses or programmes of provided by MTR Academy (the "Application"), you are agreeing to and accepting the terms of our Personal Information Collection Statement ("PICS"), and confirms that you (acting for yourself and acting on behalf of any minor whom you have parental responsibility for and/or whose personal data will be collected ("Minor")) consent to our collection, use and transfer of your and/or the Minor's personal data for the purposes set out in this PICS and in the manner set out in this PICS. You also warrant and represent that you have full legal rights and capacity to consent on behalf of the Minor. If you do not agree to or accept the terms of our PICS, please do not proceed with your Application.

For the avoidance of doubt and for ease of reference, any reference in this PICS to "your personal data" or "personal data" refers to your own personal data and/or the personal data of Minor (as the case may be).

If there is any inconsistency between the English and Chinese versions of this PICS, 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.

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.

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/或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/或該未成人之個人資料(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。

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。

Personal Information Collection Statement 收集個人資料聲明 (Continue 續)

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 and Australia 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 2016

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.

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及澳洲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，包括因追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。

二零一六年十二月

本報名表由港鐵學院(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。