

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 provided by MTR Academy (the "Application"), you are agreeing to and accepting the terms of our Personal Information Collection Statement ("PICS"), and confirm 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. Collection of Personal Data

It is entirely voluntary for you to make an Application with MTR Academy. If you want us to process your Application, you must provide the personal data marked as "mandatory" in the Application form.

If you fail to provide us with accurate and complete personal data marked as mandatory below, you will not be able to proceed with the Application. Personal data collected by or in connection with MTR Academy would include but not limited to:

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」）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、課程或活動（「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／或該未成年人之個人資料。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年人作出上述同意。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／或該未成年人的個人資料（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. 收集個人資料

遞交申請予港鐵學院純屬自願。如欲我們處理你的申請，你必須提供於申請表格上標示為「必須填寫」的個人資料。

如你未能準確而完整地提供以下標示為「必須填寫」的個人資料，你的申請將不獲處理。由港鐵學院所收集或有關聯的個人資料將包括但不限於：

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

2.1 Mandatory Data:

- Name
- Email
- Mobile No.

2.2 Voluntary Data:

- Company Name
- Job Title
- Address

3. Purposes of Use of Personal Data

We collect your personal data when you make the Application.

If you are under the age of 18, 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. We may collect, obtain, process, access, use, and/or handle personal data for any or all of the following purposes (collectively the "Purposes"):

1. 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;
2. 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;

2.1 必須資料:

- 姓名
- 電郵地址
- 手機號碼

2.2 非必須資料:

- 公司名稱
- 職位
- 地址

3. 使用個人資料的用途

當你向我們遞交入學申請時，我們會收集你的個人資料。

倘你為 18 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。我們可能就下列任何或所有用途收集、取得、處理、存取、儲存及／或使用個人資料（下稱「該目的」）：

1. 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；
2. 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；

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

3. 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;
 4. To register, verify and facilitate your log-in access of, or otherwise manage your given account at MTR Academy;
 5. To detect, investigate and/or prevent activities in your Application that may be illegal or violate our Terms of Use or PICS;
 6. To customize, enhance, maintain, improve and optimize the quality and performance of the relevant features, functions, products and/or services for handling your Application;
 7. To use for management, maintenance, support or other administrative purposes of the MTR Academy and MTR Corporation Limited in relation to our provision of the relevant features, functions, products, services and/or matters set out above;
 8. For relevant legal or regulatory compliance purposes, and/or to facilitate and enable protection and enforcement of rights, interests and/or properties of MTR Academy and/or MTR Corporation Limited and/or any of its subsidiaries and/or affiliates.
3. 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；
 4. 為註冊、驗證和處理你於港鐵學院的賬戶登錄及賬戶管理；
 5. 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；
 6. 為訂製、提升、維持、改善及優化處理你的申請及／或相關的功能、用途、產品及／或服務的質素和操作；
 7. 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；
 8. 為遵從有關法律法規及／或協助及促使港鐵學院及／或香港鐵路有限公司及／或任何其附屬公司就其權利、利益及／或財產的保護及執行。

4. Use of Data in Direct Marketing

We may 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 and Phone Number 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 box and return the form with your signature, you agree that we may use your personal data for the relevant direct marketing purposes.

If you at any time wish to opt-out from direct marketing, please click the unsubscribe hyperlink which is included in the marketing communication. Alternatively, you may email MTR A at email: academy@mtr.com.hk

4. 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、電郵地址及手提電話號碼推廣港鐵學院（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。

如你反對使用你的個人資料作有關的市場推廣，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。

若你不想收取我們任何推廣或宣傳資料，請點擊推廣通訊上的「取消訂閱」超連結（hyperlink）。你亦可選擇傳送電郵至港鐵學院：academy@mtr.com.hk。

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

5. Disclosure

We will take all reasonably practicable steps to keep your personal data confidential. We may need, for any of the circumstances below, to disclose, transfer or assign your personal data to any of the following parties:

1. 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;
2. any agent, advisor, auditor, consultant, contractor, MTR Corporation Limited and/or third party service provider who provides advisory, consultancy, administrative, telecommunications, publicity, advertising, customer services assistance and support, technology, payment, fraud prevention, insurance, data processing and/or other services to MTR Academy and/or MTR Corporation Limited for, in connection with or with respect to the operation of our relevant businesses and/or who otherwise processes personal data for and on our behalf. For avoidance of doubt, we will not share, disclose or transfer your personal data to any data brokers for market research, analytics or profiling purposes; and
3. 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.
4. any person to whom MTR Academy and/or MTR Corporation Limited is under an obligation to make disclosure under the requirement of any law binding on MTR Academy and/or MTR Corporation Limited 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 Limited is expected to comply.

6. Security

Except as mentioned in section 5 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. 資料的披露

我們將採取所有切實可行的手段，將你的個人資料保密，然而我們可以向以下人士披露、轉移及／或出讓這些資料：

1. 若港鐵學院決定出售其業務的任何部份，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；
2. 向港鐵學院提供有關我們業務營運及／或就你向我們所需的產品及／或服務相關的諮詢、顧問、行政、電訊、宣傳、廣告、顧客服務支援、科技、付款、預防欺詐、保險、處理數據及／或其他服務的任何代理人、顧問、核數師、承辦商、香港鐵路有限公司或第三者服務供應商及／或為我們處理個人資料的人士；及
3. 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；
4. 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。

6. 保安

除上文 5 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。

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 or anonymised as soon as practicable, unless their retention is required to satisfy any applicable legal, regulatory or accounting requirements or to protect MTR Corporation Limited's/ MTR Academy's interests.

8. Questions and Complaints

You have the right at any time to request access to and/or correction of your personal data held by us. You may also request us to unsubscribe you from any active mailing or distribution lists. If you want to make such a request or have any questions or complaints about our privacy policies, please contact us at:

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

9. Future Amendments

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

July 2024

7. 資料的保留

我們將按收集資料目的或其直接有關目的所需的時間保留你的個人資料。除了為遵從任何法律、監管或會計要求，或為了保障香港鐵路有限公司及／或港鐵學院的權益而保留相關資料，否則無需保留的個人資料將會在合理的時間內銷毀或匿名化。

8. 查詢及投訴

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或作出任何有關我們的私隱政策的查詢或投訴時，可按以下地址致函給我們的個人資料（私隱）主任。

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：香港九龍九龍灣德福廣場港鐵總部大樓
電郵：PDPO@mtr.com.hk

9. 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。

二零二四年七月

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

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.

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。