**Personal Information Collection Statement Template**

1. The purpose(s) of collecting personal data by means of this form is/are to … [\*].
2. In order to serve the specified purpose(s), the personal data collected may be transferred to … [†] … for … [‡]. All information provided will be destroyed by… [$].
3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 2.
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate… [Ω].
5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing
6. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the responsible Department/Office at … [#].

\* Please spell out the purpose(s). As an alternative to including item 1 in the statement, the title of the form should indicate its purposes clearly.

† Where applicable, please characterize (it may not be appropriate to list each one by name) any third parties (such as other administrative units within the University, and/or particular external agencies) who will or may receive the data.

‡ Where applicable, please state the related purpose(s), such as further processing, consideration, approval, etc., for which the data will be transferred.

$ Where applicable, please specify the date by which the record will be deleted.

Ω Where applicable, i.e., when not obvious from the context, please indicate possible adverse consequences of failure to provide the data, or of providing inaccurate data, e.g., the application will be void or delayed.

# Please provide an extension no. and/or email that will reach the responsible officer.

A Personal Information Collection Statement should look like this:

* 1. The purpose of collecting personal data by means of this form is to use your contact information for Global Service-Learning Program in Country A. Office of Service- Learning will use your emails and phone numbers for communication with you.
	2. In order to maintain necessary communication, the personal data collected in this form may be transferred to ABC University, Country A. All information provided will be destroyed after the Program is completed.
	3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 2.
	4. Unless indicated otherwise, all personal data requested in this form is required for organizing this Program. If such data is incomplete or inaccurate, your application will be void or delayed.
	5. Without your consent, Lingnan University and ABC University will not use your personal information provided to us to conduct direct marketing.
	6. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact Office of Service-Learning (osl@LN.edu.hk).