

**Application for Using the Fitness Room**

SC No.: \_\_\_\_\_

Notes to Applicant:-

1. Applicant must complete the “Introductory Course on the Usage of Fitness Room Equipment” or possess the LCSD Fitness Gold Card before using the Fitness Room.
2. PERSONAL INFORMATION COLLECTION STATEMENT
  - a. The data provided in this form shall be released to relevant units within the University for the purpose of application processing and any other matters relating to the use of fitness room.
  - b. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
  - c. If the data provided is incomplete or inaccurate, we may not be able to process your application.
  - d. This form will be destroyed after 7 years upon fulfilling the record retention requirement of the Inland Revenue Ordinance.
  - e. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Office of the Comptroller at codpo@LN.edu.hk.

**Part A - Information of Applicant**

Name : \_\_\_\_\_ (IN ENGLISH) \_\_\_\_\_ (IN CHINESE)

Mobile Phone No. : \_\_\_\_\_

For video training

Holder of LCSD Fitness Gold Card

*(Please “✓” as appropriate)*

\*Student / Staff / Dependent / Graduate / Affiliated / Sports Complex User Cards No. : \_\_\_\_\_

*(\*Please delete where inappropriate)*

**Part B – Declaration (For Video Training)**

I have attended the video training of “Introductory Course on the usage of Fitness Room Equipment” on \_\_\_\_\_ and have already acquired the knowledge on the proper and safe operation of fitness equipment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Part C - Confirmation**

SC No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Certificate of User Attendance Fitness Room Equipment Training**

This is to confirm that \_\_\_\_\_ took the video training on “Introductory Course on the Usage of Fitness Room Equipment” on \_\_\_\_\_ offered by Lingnan University.

For any enquiries, please contact us at 2616 7134.

Campus Support Office  
Office of the Comptroller  
Lingnan University