Lingnan Institute of Further Education

Authorization Letter

To: Lingnan Institute of Further Education

I, _____, _____ _____
(*name of applicant*) (*student ID / HKID / Passport No.*)

hereby authorize _____, _____
(*name of appointee*) *(HKID card / passport No.)*

to collect my graduation certificate / transcript / others (please specify)* _____ on my behalf. A copy of my HKID card/Passport* is attached for verification.

* Please delete as appropriate

I understand that I shall be fully responsible for any loss or damage or undelivery of the above-mentioned document(s) once collected by the authorized person. The authorized person understands that he/she should present his/her HKID Card or passport for verification upon collection of the above-mentioned document(s).

_____ _____
Signature of Applicant *Date*

Personal Information Collection Statement:

1. Personal data provided on this letter will be treated confidentially and will be used for processing this matter only. All information provided will be destroyed in accordance with the procedures for handling of personal data.
2. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties.
3. Unless indicated otherwise, all personal data requested in this letter is required for collection of document(s) by an authorised representative. If such data is incomplete or inaccurate, your representative will not be allowed to collect the document(s).
4. Without your consent, the Institute will not use your personal information provided to us to conduct direct marketing.
5. 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 General Office at life@LN.edu.hk.