

LINGNAN UNIVERSITY

Authorisation Letter

Personal Information Collection Statement

1. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification and personal information such as your name, Student ID/HKID/passport number and signature and the name and HKID/passport number of your authorised person; and (b) other information about you provided to Lingnan University.
2. The purpose of collecting/ using/ processing personal data by means of this form is to process your application.
3. In order to serve the specified purpose, the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be destroyed within 1 year after the processing of your application.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. 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 Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Office of Institutional Advancement and Public Affairs (alumni@LN.edu.hk).
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

Date: _____

Dear Registrar,

I, _____ (_____) / _____ /
(full name) (student ID number) (HKID or passport number)
_____ hereby authorise _____ / _____
(degree and major/stream) (name of the authorised person) (HKID or passport number)

to collect the graduation certificate / transcript / others (please specify)*: _____ on my behalf. A copy of my HKID card/passport* # is attached for your verification. I understand that I shall be fully responsible for any loss or damage of the above-mentioned document(s) once collected by the authorised person. The authorised person understands that he/she should present his/her HKID/passport for verification upon collection of the above-mentioned document(s). I confirm that I have read and understood the personal information collection statement above, and declare that all the information I have provided to the University is complete and accurate.

Yours faithfully,

(signature)

*Please delete as appropriate.

#The HKID card/passport copy will be destroyed right after verification.