

**Notes to Applicants Regarding
Personal Information Submitted to the University**

(English version only)

1. Lingnan University may collect, use and/or process the following types of personal data
(a) basic identification, biometric data, and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/using/processing personal data by means of this Online Admission System is to process applications for services provided by the School of Graduate Studies (GS), including but not limited to services relating to research postgraduate admissions. The GS may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected via this Online Admission System may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong, China. For programmes in collaboration with Chinese Mainland/overseas universities, the personal data collected may be shared with relevant unit(s) of the partner universities concerned, on a need-to-know basis. All personal information provided by admittees and non-admittees will be disposed of within 8 years and within 6 months respectively after all the required actions.
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 via this Online Admission System 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 GS at sgs@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Chinese Mainland](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.