

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

1. Information provided in the application form will be:
 - (a) used as a basis for assessing the applicant for admission to the University and for all other related purposes;
 - (b) used to obtain information about applicants' academic results and studies in institutions in Hong Kong and elsewhere;
 - (c) used to carry out checks on matters relating to this application and records of previous studies at other institutions;
 - (d) transferred to the student record system of the University if the application is successful;
 - (e) used for periodic checks on registration whereby enrolment information is exchanged among the tertiary institutions when necessary;
 - (f) destroyed 6 months after the completion of the admission exercise if the application is unsuccessful.

2. The Personal Data (Privacy) Ordinance provides that the applicant has a right:
 - (a) to ascertain whether the University holds his/her personal data and request a copy of such data before it is destroyed;
 - (b) to request the University to correct or update any of his/her personal data.

3. Under the provision of the Ordinance, the University will respond to requests for data access within 40 days and the University may charge the applicant a reasonable searching and photocopying fee for the processing of data access.

4. For any request for personal data access or correction, please write to:

Registry
Lingnan University
8 Castle Peak Road
Tuen Mun
Hong Kong