**Guidelines on the Preparation of Personal Information Collection Statements to be included in your physical or online forms**

**A) Statement of Purpose and Retention Period, where applicable:**

e.g. The information collected from you will be used for “your purposes” . The collected data will be purged after “some milestones”.

**B) Statement as to whether it is obligatory or voluntary for the individual to supply any personal data:**

e.g. Please note that it is mandatory for you to provide the personal data required or we might not process your request.

**C) Statement of possible transferees within the University:**

e.g. Your personal data captured might be transferred or shared with “other unit(s)” of EdUHK but will not be transferred to outside parties.

**D) Request for consent to receiving further information from the University:**

e.g ☐  Please put a [x] in the box if you want to continue receiving marketing or promotional materials from the University.

**E) Statement of rights of access and correction and contact details:**

e.g. You have the right to request access to and correction of information held by us about you.

**F) Notice of contact person for requesting access or correction:**

e.g. If you wish to access or correct your personal data, please contact ….

**G) The University Policy Statement:**

The University Privacy Policy Statement could be found in [*https://www.eduhk.hk/en/privacy-policy*](https://www.eduhk.hk/en/privacy-policy) .