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### **Taught Postgraduate Studies Section**

### **Academic Registry**

### **Data Request Form**

**Note:**

1. Please allow at least **4 working days** for processing the request.
2. Please send the form to us either by campus mail, by email (hkbu\_tpg@hkbu.edu.hk) or by fax at 3411-5133.
3. This form can be **downloaded** from the website <https://gs.hkbu.edu.hk/download-area/data-request-form-staff-only> (Staff log-in required)

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Please provide the data indicated in the table below for our use. The purpose of request is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check box:

* Please send the data in soft copy by email to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please prepare the data in hard copy and

□ send to us by campus mail / □ fax (fax no. \_\_\_\_\_\_\_\_ ) / □ call us for collection.

For questions regarding the data requested, please contact the undersigned or my colleague \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at ext. \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name: Dept/Programme/Office :

Signature: Date: (Department Head/Programme Head/Programme Director)

|  |  |  |  |
| --- | --- | --- | --- |
| Data Requested (Please ✓ where appropriate) | **Detailed Description**  (e.g. study programme, option, year, course, applicant/student number or other fields to be included) | **Sorting Order**  (e.g. by programme/ student no.) | **Remarks** |
| □ Admission Data  □ Applicants’ personal particulars  □ Applicants’ academic data  □ Application Statistics |  |  |  |
| □ Student Data   * Student Enrolment Record * Student List * Graduate List * Student GPA List * Student Mailing List |  |  |  |
| □ Programme / Course Data   * Enrolment Record * Enrolment Statistics |  |  |  |
| □ Others (please specify) |  |  |  |

## Declaration for Data Requested Item(s): *(Mandatory)* Please refer to the University’s Privacy Policy Statement: <http://www.hkbu.edu.hk/eng/about/privacy.jsp> for details.

## †I declare that the personal data collected from this Data Request will NOT be used for any direct marketing\* through electronic channels, mails, dedicated phones and/or any other means.

## †I declare that the personal data collected from this Data Request will be used for direct marketing\*. I understand that the personal data can only be used for direct marketing\* if the Data Subject has consented to do so in accordance with the PPS/PICS#. *(It is the responsibility of the Data Requestor to obtain consent from the Data Subject concerned. Taught Postgraduate Studies Section, Academic Registry will not collect consent from the Data Subject.)*

## I understand that it is the responsibility of the person who requests for data and signs this form to keep and use the data solely for the purpose mentioned; and the data should not be transferred/sold to other persons/offices/organizations within or outside the University.

†Please tick either one of the applicable boxes.

\*For the definition or scope of direct marketing, the data requestor may consult their [Departmental Personal Data Privacy Manager (DPDPM)](https://bupdpo.hkbu.edu.hk/pdprivacy-managers/) for details.

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## For Office Use Only

Section Head’s Approval: ( ) Approved ( ) Not approved Signature: Date:

Comments, if any

Prepared by: Checked by: Mailed on:

**# Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section

Academic Registry

AAB 904, Level 9, Academic and Administration Building

Baptist University Road Campus

Hong Kong Baptist University

Kowloon Tong

Kowloon