

此 PICS 提供英文和中文版本。如各版本存在不一致的地方，应以中文版本为准。

This PICS is available in English and Chinese. In case of discrepancies among the versions, the Chinese version shall always prevail.

## 香港科技大学（广州）个人信息收集声明

香港科技大学（广州）（“学校”）尊重所有人的个人信息权益，并承诺遵守中华人民共和国（“中国”，仅出于本个人信息收集声明之目的，指除香港特别行政区、澳门特别行政区、台湾省之外的中国内地）《个人信息保护法》等所有适用的中国法律法规（“适用法律”）的要求，以确保你的个人信息权益受法律规定标准保护。在此过程中，学校要求所有职员和代理人以适用于学校整体的相同方式遵守适用法律，并采取必要的安全保护措施，以保护个人信息的安全。

在提供你的个人信息前，请确保你仔细阅读本声明。

### I. 个人信息的收集

在你向学校提出入学申请及注册入学时，学校将会直接向你收集你的个人信息。在你就读期间，你可能会不时被要求向学校提供个人信息。请确保你所提供的信息真实、准确且完整。学校可能会在法律允许的范围内从公开可用的渠道或者从第三方处间接获取你的个人信息。根据具体场景要求，如你未能提供必要的个人信息，学校可能因此无法处理你的入学申请，或在你就读期间无法向你提供必要的支持、服务，甚至可能影响你的学业进程。学校将仅为履行法定义务、保障校园安全与秩序以及其他符合适用法律要求的教育管理和服务所需或与之相关的目的而收集、保存、使用和披露个人信息。

#### (1) 收集的个人信息种类

学校可能会收集的个人信息类别包括但不限于：

- (i) 身份和个体信息，例如姓名、年龄、性别、照片、证件号码（身份证/护照/入境许可证编号）、国籍、种族或民族、宗教信仰、家庭信息等；
- (ii) 联系信息，例如地址、电话号码、电子邮件地址、社交媒体账号、紧急联系人信息等；
- (iii) 学业信息，例如教育背景、学业、评估和表现记录、学习数据、考试成绩、专业团体协会、资格证明、奖学金、奖励、工作经历、课外活动的信息，以及其他活动记录；
- (iv) 财务、健康与安全信息，例如银行账号信息、财政资助记录、医学或健康相关的信息、犯罪记录等；
- (v) 通过缓存文件(cookies)收集的信息，例如所浏览的网页、所选的选项、点击进入的链接，设备信息、IP地址、访问时间等；
- (vi) 其他你同意提供的信息。

#### (2) 敏感个人信息的收集

所收集的个人信息中可能会包括你的敏感个人信息。敏感个人信息是指一旦泄露或者非法使用，容易导致自然人的尊严受到侵害或者人身、财产安全受到危害的个人信息，包括生物识别、宗教信仰、特定身份、医疗健康、金融账户、行踪轨迹等信息，以及不满 14 周岁未成年人的个人信息。

学校仅在必要的情况下收集该等敏感个人信息，用于向你提供各种服务，包括协助你完成学业、提供紧急医疗帮助等，并确保大学遵守适用法律的规定法规和监管义务。如果学校需要收集你的任何敏感个人信息，学校将在收集前向你明确告知，并事先征得你的同意。

### II. 使用你的个人信息的目的和方式

学校将会按照下述规定使用你的个人信息：

- (i) 按照入学申请程序的规定，你的个人信息将作为录取和相关决定的依据，并用于核实你的身份和学术资格。

- (ii) 在获得学校的录取之后，你的个人信息将会被传输至学校的学生信息系统，并与你在学期间所收集的其他个人信息（如照片、紧急联系人等）一起，成为你学生记录的一部分。学校的院系和办公室将根据以下任一或多个目的使用这些信息：
- 学术咨询和评核、学生发展、课程规划和评估、资格核实、沟通、提供学生服务及福利；
  - 处理投诉、调查、执行内部规则、规定和政策、管理纪律事务；
  - 管理法律事务和诉讼，或与遵守适用法律、法院命令或政府指令等与公权力机关有关的事务；
  - 保护学校及/或学校的任何关联方的权益或财产；
  - 根据学校的政策和规定，核查学生是否同时在其他机构注册的情况；及/或
  - 其他学校认为任何与收集信息目的相关的情况。
- (iii) 毕业后，你的部分个人信息将会被传送到负责校友事务的办公室，用于校友联络、组织校友活动、提供设施和服务，以及相关的校友管理；
- (iv) 你的部分个人信息可能会被用于学校发展相关的研究或统计/分析目的，以推进学校的办学目标；
- (v) 学校可能会不时使用通过学校各种系统/平台以及和你在其他互动中所收集到的你的个人信息用于宣传；
- (vi) 附属于上述目的及其它学校为你提供服务所必需的所有其他用途。

### III. 委托处理、共享、转移和公开个人信息

学校将仅在下列情形中为提供相关服务所必须而向指定第三方披露你的个人信息，但任何适用法律另有规定，或被任何主管机构要求披露的情况除外。在向位于中国境外的第三方披露个人信息前，学校将征求你的单独同意。

#### (3) 委托处理

学校可以委托外部的服务提供商及/或允许香港科技大学（“港科大”）协助处理你的个人信息，以支持或代表学校履行第II条中所述目的。

学校将会与受托处理个人信息的公司、组织或个人书面约定委托处理的目的、期限、处理方式、个人信息的种类、保护措施以及双方的权利和义务等，并对受托方的个人信息处理活动进行监督，确保他们根据学校的要求、本声明和其他相关的保密和安全措施处理你的个人信息。

#### (4) 个人信息的共享

学校会根据适用法律的要求征求你的同意，并根据你明示的同意，与第三方共享你的个人信息。该等第三方将包括：

- (i) 港科大和学校直接或间接持有股份的、或者学校参与的共同运营或合作的任何其他实体，或者前述实体的任何继承人或受让人，该等情况适用于在你申请、注册或参与由该等实体或由学校和该等实体共同组织或提供的项目、课程、活动、计划、协作或其他安排等情况；
- (ii) 学校为履行其与你之间的任何合同或履行其与相关服务提供商的合同，而聘请的向学校提供服务或代表学校提供服务的任何代理商、承包商、顾问或第三方服务提供商，包括银行、保险公司、在交换项目或其他学术合作中的海外机构、服务供应商、专业顾问（例如会计师、审计师和律师）；
- (iii) 学校与之合作共同提供课程或提供用于向你宣传其他机会的合作机构。学校可能使用及/或向合作机构提供用于向你推广和宣传的个人信息包括学校持有并不时更新的个人信息，包括但不限于你的姓名、学生/校友编号、毕业年份（实际或预计）、就读课程、雇主名称、详细的联系方式（家庭/办公地址、个人/办公电子邮箱、电话号码）、入学记录以及人口统计资料等。学校及/或其合作机构可能使用你的个人信息进行的宣传活动的类型包括(a)为你提供职位招聘信息、学术课程详情以及学校及/或其合作机构有关筹款呼吁、最新学术或其他课程和活动的信息等；以及(b)为学校及/或其合作机构作出宣传，包括宣传学校和/或其合作机构参与的特定项目等。

该等第三方将根据其自身隐私政策处理你的个人信息。请浏览相关第三方的网页获取更多详情。

如果你需要了解本第III(2)条规定的(i)到(iii)项情形中所涉及的任何实体或个人，你可按照下文第VIII条所列出的信息与学校联系，请在主题栏注明“第三方信息查询”，学校将会在收到电子邮件后在合理的时间内做出回复。

如果你希望就任何上述第三方处理个人信息的具体行为行使你的权利或者需要更多信息或说明，你也可以按照下文第VIII条所列出的信息与学校联系。

为尽快处理你的请求，学校可能会代表你联系位于中国境内或境外的任何第三方。

学校可能会根据任何适用法律规定的义务、执行任何法律程序所必要、或者任何主管政府机构依法提出的要求而分享你的个人信息，

#### (5) 转移

除下列情况外，学校将不会把你的个人信息转移给任何第三方：

- (i) 事先已获得你明确的同意或授权；或者
- (ii) 因合并、分立、解散、被宣告破产等原因需要转移你的个人信息，学校将会向你告知接收方的名称或者姓名和联系方式，并要求接收方受本声明的约束。否则，接收方应重新取得你的同意。

#### (6) 公开

除下列情况外，学校将不会向公众披露你的个人信息：

- (i) 事先已获得你的明确同意；或者
- (ii) 学校根据适用法律、法律程序或者主管政府机构的任何强制性要求公开你的个人信息。

### IV. 个人信息的安全和保存

#### (1) 个人信息的安全

- (i) 你的个人信息安全地以各种纸质或电子格式被创制、保存和传输，包括在学校内部共享的、或者由外部托管或支持的系统所提供的数据库。学校将会采取适当的措施保护其所持有的个人信息免受未经授权或意外的查阅、使用、遗失、处理、删除、传输、修改或披露。当学校需要向校外第三方披露、转移或分配个人信息时，学校将采取适当的措施保护待披露、转移或分配的个人信息的隐私（例如，要求第三方服务供应商对其所接触的任何个人信息进行保密）。
- (ii) 学校承诺仅收集、处理与本声明所述目的相关的个人信息，并采取合理且可行的措施保护你的个人信息。
- (iii) 尽管学校尽力确保你通过互联网提供给学校的个人信息的安全，但互联网环境并非绝对安全。如果发生任何个人信息泄露的事件，学校将会根据适用法律的要求，及时告知你泄露的情况以及可能的影响、学校已采取或将要采取的处置措施、以及你可以采取的行动等。学校将及时以电子邮件、信函、电话或推送通知等方式告知你相关的情况。若难以逐一告知，学校将会采取合理、有效的方式发布公告。

#### (2) 个人信息的保存

学校原则上仅在实现本声明第II条所列个人信息处理目的所必要的时间保存你的个人信息，具体保存期限按下列标准中较长者为准：

- (i) 完成本声明所述的目的所必需的期间，除非法律要求或允许延长保存期限；
- (ii) 为确保本声明中提及的服务安全和质量所需的时间；
- (iii) 适用法律明确要求的期限。

个人信息保存期限由学校根据运营需要决定。当不再需要时，你的个人信息会被进行不可逆的匿名化处理（经过匿名化的信息可能会被保留）或者被安全地销毁。例如，即便你离开学校，为了履行法定义务，与学位授予有关的个人信息可能会被保留。

### V. 你的权利

按照适用法律、标准，参考其他国家或地区的通行做法，你可以对自己的个人信息行使以下权利：

#### (1) 查阅你的个人信息

除非适用法律另有规定，你有权查阅你的个人信息。如果你希望查阅你的信息，你可以按照第VIII条所列的联系方式向学校发送电子邮件，在主题栏注明“个人信息查询”。学校将在合理的时间内回复你的查阅要求。

对于你在学校学习期间所产生的其他个人信息，除非适用法律另有规定，学校也将在合法及合理范围内会为你提供访问渠道。如果你希望查阅该等信息，请按照第VIII条所列的联系方式向学校发送电子邮件，在主题栏注明“个人信息查询”。

## (2) 更正、补充你的个人信息

如果你发现学校所处理的你的个人信息不准确或不完整，你有权要求学校更正、补充。你可以按照第VIII条所列的联系方式向学校发送电子邮件，在主题栏注明“个人信息更正/补充要求”。学校将会在合理的时间内回复你的更正要求。

## (3) 删除你的个人信息

你可以在下列情况下向学校提出删除你的个人信息的请求：

- (i) 如果学校处理个人信息的行为违反了适用法律的规定；
- (ii) 如果学校收集、使用了你的个人信息未征得你的同意，或你已经撤回同意；
- (iii) 如果学校处理个人信息的行为违反了与你的约定；
- (iv) 如果你不再使用学校的服务或者已注销你在学校的账号（如适用）；
- (v) 如果学校不再向你提供服务，或者个人信息保存期限已届满。

当你的个人信息从学校的服务系统中删除后，学校可能不会立即在备份系统中删除相应的信息，但会在备份更新时删除这些信息。

## (4) 改变或撤回授权同意

你可以随时调整或撤回对某项或多项服务的个人信息处理的授权同意，你可以通过向第VIII条所列的联系方式发送邮件，学校将会在合理的时间内回复你的请求。撤回同意后，学校将会停止有关个人信息的处理，但不会影响此前基于你的同意所进行的个人信息的处理的效力。

## (5) 获取你个人信息的副本

你有权通过第VIII条所列的联系方式向学校发送电子邮件获取你的个人信息副本，学校将在合理时间内予以回复。

## (6) 约束信息系统自动决策

在某些服务中，学校可能仅依据信息系统、算法等在内的非人工自动决策机制做出决定。如果这些决定显著影响你的任何合法权益，你可以通过第VIII条所列的联系方式与学校联系，要求学校做出解释，或者拒绝接受学校通过自动化决策的方式做出决定，学校将在合理时间内予以回复。

## (7) 响应你的上述请求

为保障安全，学校可能会要求你在提供上述有关的书面请求前先要求验证你的身份。在收到你的请求后，学校将在合理的时间内予以回复。

对于你合理的请求，学校原则上不收取费用，但对多次重复、超出合理限度的请求，学校将视情况收取一定成本费用。对于不合理的重复、需要学校提供无法合理提供的技术手段（例如，需要开发新系统或从根本上改变现行惯例）、给他人合法权益带来风险或者难以实现（例如，涉及备份磁带上存放的信息）的请求，学校可能会予以拒绝。

此外，在适用法律有特别规定，或者行政、司法及其他主管机构有合法要求等情形下，学校可能无法响应你的请求。

## VI. 未满14周岁的未成年人的个人信息

如果你未满 14 周岁，请就本声明的内容咨询你的父母或监护人，并确保你了解本声明所列的各项事宜。在你向学校提供个人信息前，你应该获得你父母或监护人的书面同意。

学校在获得可证实的父母或监护人同意后，方可收集、使用、存储或处理未满14周岁未成年人的个人信息。学校不会被共享、转移或公开该类个人信息，但为适用法律要求或允许、经父母或监护人明确同意，或为保护未成年人的合法权益所必需的情况除外。

如果学校发现在未事先获得可证实的父母或监护人同意的情况下收集了任何未满14周岁的未成年人的个人信息，则按照适用法律的要求尽快删除相关数据。

如果你是未成年人的父母或监护人，并对学校如何处理未成年人的个人信息存有任何疑问，请按照第VIII条所列的联系方式与学校联系。

#### VII. 你的个人信息如何在全球范围传输

原则上，学校在中国境内收集和产生的个人信息将存储在中国境内。

#### VIII. 查询

就本个人信息收集声明相关事宜，你可以通过以下方式联系相关部门：

霍英东研究生院研究生招生录取办公室

电子邮箱：[pgadmitgz@hkust-gz.edu.cn](mailto:pgadmitgz@hkust-gz.edu.cn)

教务管理处

电子邮箱：[gzars@hkust-gz.edu.cn](mailto:gzars@hkust-gz.edu.cn)

请在所有通信中注明“保密”。

#### IX. 本个人信息收集声明的更新

学校保留对本声明所有条款的解释权。本声明可能会不时被修改，或在学校认为必要时予以变更。

## **HKUST(GZ) Personal Information Collection Statement**

The Hong Kong University of Science and Technology (Guangzhou) (the “University”) respects the personal information rights of all individuals and pledges to be in compliance with the requirements of the Personal Information Protection Law (“PIPL”) of the People’s Republic of China (the “PRC”, for the purposes of this Personal Information Collection Statement, excluding the Hong Kong Special Administrative Region, Macau Special Administrative Region, and Taiwan Province) , so that the privacy of your personal data is protected in accordance with the standard required by law. In doing so, the University require all our staff and agents to comply with applicable laws in the same manner as it applies to the University as a whole, and to take necessary protective measures to safeguard the security of personal information.

Before providing your personal information (“PI”), please ensure that you have carefully read this Statement.

### **I. Collection of PI**

The University collects your PI directly from you when you apply for admission with the University and register to commence study with the University. You will also be required to supply the University with PI from time to time throughout your study. Please also ensure that the information you provide is true, accurate, and complete. The University may collect your PI indirectly from publicly available sources, or from third parties to the extent permitted by the applicable law. Depending on the context, the University may indirectly obtain your personal information from publicly available sources or third parties within the scope permitted by law. If you fail to provide the necessary personal information, the University may not be able to process your application for admission, or may not be able to provide you with the necessary support and services during your enrollment, and may even affect your academic progress. The University will collect, hold, use and disclose PI only for the purposes of fulfilling legal obligations, ensuring the safety and order of the school campus and other educational management and services required or related to the Applicable Laws.

#### **(1) Types of PI to be collected**

The types of PI may collected or held by the University may typically include but are not limited to:

- (i) Identification and personal information, such as name, age, gender, photo image, ID card or passport/entry permit numbers, nationality, racial or ethnic origin, religious, family data, etc.
- (ii) Contact Information,, such as address, telephone number, email address, social media account, emergency contact, etc.
- (iii) Academic Information, such as education background, academic, assessment and performance records, study data, test results, professional body associations, qualifications, scholarships, awards, work experience, and co-curricular data, and other activity records.
- (iv) Financial, Health and Safety Information, such as bank account information, financial aid records, medical or health-related information, criminal records, etc.
- (v) Information collected by means of cookies, such as webpages visited, option chosen, links clicked to access, device information, IP address, access time, etc.
- (vi) Other information that you agree to provide.

#### **(2) Collection of Sensitive PI**

PI collected may also include your sensitive PI. Sensitive PI refers to PI that are likely to result in damage to the personal dignity of any natural person or damage to his or her personal or property safety once disclosed or illegally used, including such information as biometric identification, religious belief, specific identity, medical health, financial account and whereabouts and tracks, as well as the PI of minors under the age of 14.

The University will collect such sensitive PI when necessary, in order to provide you with its various services, including assistance to your academic studies, providing emergency medical help, and ensuring the University’s compliance with the provisions, regulations, and regulatory obligations of applicable laws. If the University needs to collect any sensitive PI from you, the University will explicitly inform you before collection and obtain your consent in advance.

### **II. Purposes for which and how your PI will be used**

Your PI may be used by the University as follows:

- (1) In accordance with the admissions application process, your PI will be used as the basis for admission and related decisions and to verify your identity and academic qualifications.
- (2) Upon acceptance to the University, your PI will be transferred to the student information system and will become part of your student record, along with other PI collected during your studies (such as photo image, emergency contact information, etc.). The University’s departments and offices will use this information for one or more of the following purposes:
  - (i) academic advising and assessment, student development, program planning and evaluation, verification of qualifications, communication, provision of student services and benefits,

- (ii) handling complaints, investigations, enforcing internal rules, regulations and policies, managing disciplinary issues,
  - (iii) managing legal matters and litigation, or matters in connection with compliance with the law, regulation, court order or government directions,
  - (iv) protecting the University's and/or any affiliate of the University's rights or properties,
  - (v) handling checks for concurrent registration at other institutions, as governed by the policies and regulations of the University, and/or
  - (vi) other circumstances which the University considers to be related to any of the purposes for which the PI is collected.
- (3) Upon graduation, part of your PI will be passed to the office responsible for alumni matters for communication, organizing alumni events and activities, provision of facilities and services, and related alumni administration.
  - (4) It is expected that some of your PI will also be used for research or statistical/analytical purposes related to the University's development, to advance the University's educational objectives;
  - (5) The University may from time to time use your PI collected through the University's various systems/platforms and other interactions with you in marketing; and
  - (6) For all other purposes ancillary to the above purposes.

### III. Entrustment of processing, Sharing, Transfer and Public Disclosure of PI

Except otherwise provided for in any applicable law or regulation or required by any competent regulatory authority, the University will only disclose to designated third party your PI, as necessary for the related service, in the following circumstances. Before disclosing PI to third parties located outside of the PRC, the University will seek your separate consent.

#### (1) Entrustment of Processing

The University may engage external service providers or permit The Hong Kong University of Science and Technology ("HKUST") to assist in processing your PI to support or represent the University in fulfilling the purposes described Clause II above.

The University will enter into non-disclosure agreements with the companies, organizations and individuals entrusted with processing personal information, specifying the purpose, duration, processing method, types of personal information, protection measures, and the rights and obligations of both parties. The University will supervise the entrusted party's PI to the University's requirements, Personal Information Collection Statement, and other relevant confidentiality and security measures.

#### (2) Sharing of PI

The University solicits your consent, pursuant to applicable law or regulation or standard, and with your explicit consent, will share with the third party your PI. Such third party will include:

- (i) HKUST and any other entity in which the University holds shares directly or indirectly or which the University engages for joint operation or cooperation, or any successor or transferee of the above, in the event that you apply or register for, or participate in programs, courses, activities, schemes, collaboration or other arrangements organized or offered by such entity or jointly organized or offered by the University and such entity;
- (ii) Any agent, contractor, advisor, or third-party service provider engaged by the University to provide services to or on behalf of the University, in order to fulfill any contract between us and you or between us and such service provider, including bankers, insurance companies, overseas institutions in the case of exchange programs or other academic collaboration, service suppliers, professional advisors (such as accountants, auditors and lawyers); and
- (iii) Collaborative institutions that jointly offer courses or use PI to promote other opportunities to you. The PI the University may use and/or provide to partner institutions for use in marketing but not limited to your name, student/alumni number, year of graduation (actual or expected), program of study, employer name, contact details (home/office address, personal/business email address, phone number), enrolment records and demographic data as held by the University and updated from time to time. The types of marketing activities the University and/or partner institutions may conduct using your PI include (a) providing you with job posting information, academic program details, and information on fundraising initiatives, latest academic or other programs and events at the University and/or partner institutions and (b) conducting marketing or promotion for the University and/or partner institutions, including specific programs and initiatives of the University and/or partner institutions.

Your PI will be used by such third parties in accordance with their privacy policies. Please visit the third parties' website for more details.

If you need to know any entity or individual who is involved in the circumstances (i) to (iii) under this Clause III(2), you may contact us at the information stated in Clause VIII below, noting “Third-Party Data Inquiry” in the subject line, to which the University will respond within a reasonable time from receiving the email.

If you wish to exercise your rights or need more information or clarification on specific PI processing by any of the above third parties you may also contact us at the information stated in Clause VIII below.

To process your request promptly, we may contact any third parties located within or outside the PRC on your behalf.

The University may share your PI pursuant to any obligation under any applicable law or regulation or the need to enforce any legal proceeding, or the requirement raised by any competent government authority according to law.

### (3) Transfer

The University will not transfer your PI to any third party, unless:

- (i) Your prior explicit consent or authorization has been obtained in advance; or
- (ii) If your PI needs to be transferred due to mergers, divisions, dissolution, bankruptcy, or other reasons, the school will inform you of the name or contact details of the recipient and require the recipient to be bound by this Personal Information Collection Statement. Otherwise, the recipient should obtain your consent again.

### (4) Public Disclosure

The University will not disclose your PI to the public, unless:

- (i) Your prior explicit consent has been obtained.
- (ii) The University does so pursuant to any mandatory requirement of applicable law or regulation, legal proceeding or competent government authority.

## IV. Security and Retention of PI

### (1) Security of PI

- (i) Your PI is created, stored and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across the University, or provided by externally hosted and supported systems. The University will take appropriate steps to protect the PI held by it against unauthorized or accidental access, use, loss, processing, erasure, transmission, modification or disclosure. When the University needs to disclose, transfer or assign PI to outside third-parties, the University will take appropriate steps to protect the privacy of the PI to be disclosed, transferred or assigned (for example, requiring third-party service providers to keep confidential any PI with which it comes into contact).
- (ii) The University commits to collecting and processing only PI related to the purposes described in this Personal Information Collection Statement and will take reasonable and feasible measures to protect your PI.
- (iii) Although the University makes every effort to ensure the security of the PI you provide via the internet, the internet environment is not absolutely secure. In the event of any PI leakage, the University will promptly inform you of the leakage and its possible consequence, the action the University has taken or will take, and any action you may take, pursuant to the applicable law or regulation. The University will promptly notify you by email, regular mail, telephone or push notification and if it is too difficult to reach all the owners of the PI, the University will make a public announcement in a reasonable and effective manner.  
If any personal information leakage occurs, the school will promptly notify you of the situation and its possible impact, the measures the school has taken or will take, and actions you can take, as required by applicable laws. The school will notify you promptly via email, letter, phone, or push notifications. If it is difficult to notify you individually, the school will publish an announcement in a reasonable and effective manner.

### (2) Retention of PI

In principle, the University will retain your PI only for the time necessary to achieve the purposes outlined in Section II of this Personal Information Collection Statement. The specific retention period will be determined based on the following criteria, whichever is longer:

- (i) the period that is necessary to deliver the purposes stated in the Personal Information Collection Statement, unless the extended retention is required or allowed by laws;
- (ii) The time required to ensure the security and quality of the services mentioned in this Personal Information Collection Statement; or
- (iii) the period specified in any applicable law or regulation.

Our retention periods are based on operation needs and your PI that is no longer needed is either irreversibly anonymized (and the anonymized information will be retained) or securely destroyed. For instance, after you leave the University, the PI related to your degree award may be retained to fulfill legal obligations.

## V. Your Rights

In accordance with applicable laws, and referencing practices from other countries or regions, you may exercise the following rights to your PI:

### (1) Access to your PI

You have the right to access your PI, unless laws and regulations specify otherwise. If you wish to access your data, you can do so by sending an email to us at the contact details stated in Clause VIII noting "Personal Information Inquiry" in the subject line. The University will respond to your access request within a reasonable time.

As for other PI generated during your course of study with the University, unless otherwise specified by applicable law, the University will also provide you with access channels within the legal and reasonable scope. If you wish to access such data, please send an email to the contact details stated in Clause VIII noting "Personal Information Inquiry" in the subject line.

### (2) Correction or Supplementation of your PI

When you find that your information is inaccurate or incomplete in the processes, you have the right to ask us to rectify it. You can send an email to us at the contact details stated in Clause VIII noting "Personal Information Correction Request" in the subject line. The University will respond to your rectification request within a reasonable time.

### (3) Deletion of your PI

You can submit a request to delete your PI to us under the following circumstances:

- (i) If our processing of PI violates laws or regulations;
- (ii) If the University collected and used your PI without your consent; or you have withdrawn your consent;
- (iii) If our processing of PI breaches our agreement with you;
- (iv) If you no longer use our services or you have cancelled your account with us (if applicable); or
- (v) If the University no longer provides you with services, or the retention period for personal information has expired.

When your PI is removed from our service system, the University may not immediately delete the same from our backup system until the related backup is updated.

### (4) Modification or withdrawal of your consent

You can adjust or withdraw your consent for the processing of PI for one or more services at any time. You can send an email to the contact information listed in Section VIII, and we will respond to your request within a reasonable time. After withdrawing consent, the University will stop processing the relevant PI, but this will not affect the legality of any prior processing of PI based on your consent.

### (5) Obtaining a copy of your PI

You have the right to obtain a copy of your PI by sending us an email at the contact details stated in Clause VIII, to which we will respond within a reasonable time.

### (6) Restriction of the Information System in automated decision-making

For certain services, the University may make decisions solely on the basis of nonhuman automatic decision-making mechanisms, including the Information System or algorithms. If any of your legal rights or interests is significantly affected, you may require an explanation or refuse to accept our decisions made by the automated decision-making system, by contacting us by the contact details stated in Clause VIII, to which we will respond within a reasonable time.

### (7) Response to your requests hereinabove

For security reasons, the University may require you to verify your identity before submitting the above written requests. After receiving your request, the University will respond within a reasonable time.

The University will not charge you, in principle, if you have raised a reasonable request, but may ask you to pay for the cost, depending on the situation, if the same request has been raised for multiple times or the reasonable extent is exceeded. The University may reject any request that is unreasonable and filed repeatedly, that require us to offer any technical means that we cannot reasonably offer (for example, to develop a new system or fundamentally change the existing practice), or that brings any risk to any legal right or interest of any other person, or that is too hard to be feasible (for example, to create a backup copy for the information stored on the magnetic tape).

Also, if it is so required under any special provision of any applicable law or regulation, or pursuant to any legitimate requirement of any administrative, judicial or other competent authority, the University may not be able to respond to your request.

#### VI. PI of Minors

If you are under the age of 14, please consult your parents or guardian(s) on the contents of the Personal Information Collection Statement, and ensure that you understand the matters set out therein. You should obtain the written consent of your parent or guardian before providing your PI to the University.

The University will only collect, use, store, or process the PI of minors under 14 years old after obtaining verifiable consent from their parents or guardians. The University will not share, transfer, or disclose such PI, except where required or permitted by applicable law, with explicit consent from the parents or guardians, or as necessary to protect the legal rights of minors.

If the University discovers that it has collected the PI of any minor without first obtaining the verifiable consent of the parent or guardian, the University will delete such PI as soon as practicable pursuant to the applicable law.

If you are the parent or the guardian of a minor and you have any question regarding the PI of the minor, please contact us by the contact details stated in Clause VIII.

#### VII. Transmission of your PI worldwide

In principle, the PI that the University collects and generates within the PRC will be stored within the PRC.

#### VIII. Enquiries

For matters relating to this Personal Information Collection Statement, you may contact the departments as follows:

Department of Postgraduate Outreach and Admissions, Fok Ying Tung Graduate School Email:

[pgadmitgz@hkust-gz.edu.cn](mailto:pgadmitgz@hkust-gz.edu.cn)

Department of Academic Registry Services Email: [gzars@hkust-gz.edu.cn](mailto:gzars@hkust-gz.edu.cn)

Please mark all communications “Confidential”.

#### IX. Update of This Personal Information Collection Statement

The University reserves the right of interpretation for all terms as stated in this Personal Information Collection Statement. This Personal Information Collection Statement may from time to time be revised, or otherwise changed as the University deems necessary.