## **Privacy Policy Statement**

UOW College Hong Kong (UOWCHK) undertakes, in its data management policies and practices, to observe the spirit of the data protection principles and to comply with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong which was brought into force on 20 December 1996 to protect the privacy interests of living individuals in relation to personal data. The Ordinance applies to any person (data user) that controls the collection, holding, processing or use of personal data.

UOWCHK has issued a Code of Conduct Policy to provide guidance to staff on the collection, holding and use of recorded information about individuals, e.g., personal data of staff, students, alumni and people seeking employment or study at UOWCHK.

When UOWCHK collects from you, either electronically or in hard copy format, information that personally identifies you, the purposes for which the information is collected will be given. The personal data collected from you will be kept confidential; they may be transferred to relevant parties for the purposes described in the Code of Conduct under a duty of confidentiality to UOWCHK. Administrative arrangements have also been put in place for you to request access to and correction of your personal data held by UOWCHK.