

Notes on Personal Information Collection in Connection with Estate Agents / Salespersons Qualifying Examination

This notice is to help candidates understand their rights and obligations in respect of the supply of their personal data to the PEAK Examination Centre, Vocational Training Council ("PEAK Exam Centre") and the way in which the PEAK Exam Centre may use or handle such data.

1. Candidates are required to keep the PEAK Exam Centre informed of any change of their personal data once they are registered as candidates for the examination until such time as they have completed the examination. Failure to provide all necessary data may affect registration for and administration of the examination (including verification of candidate's identity and/or processing and/or distribution of candidate's examination results).
2. The PEAK Exam Centre and/or the Estate Agents Authority ("EAA") may use the personal data collected or generated during administration of the examination for the following purposes and/or in the following manner:-
 - (a) administering qualifying examinations and other directly related purposes including but not limited to the release of examination results, posting of examination results on the PEAK Exam Centre website for candidate's checking (unless the candidate has expressly disagreed to such posting in writing);
 - (b) disclosing or transferring candidates' personal data and examination results to the EAA for monitoring purpose and/or the purposes of assisting the EAA to perform and discharge its functions;
 - (c) conducting research or statistical analysis in an anonymous format in which the identities of candidates are not traceable;
 - (d) disclosing or transferring candidates' personal data to the venue provider(s) for record of visits, if necessary; and/or
 - (e) conducting any other lawful activities with purposes directly related to the above.
3. The PEAK Exam Centre will keep the personal data of candidates confidential. Nevertheless, during its operations, the PEAK Exam Centre may, as permitted by law, use such data for verification and administrative purposes, including comparing or matching it with data already held by the PEAK Exam Centre. Any transfer or exchange of data will be limited to purposes directly related to examination administration and compliance requirements.
4. Please note that the answer sheets, question books and/or supplementary information books used by candidates in the examination (which may contain their personal data) will be destroyed after 2 months from the Result Release Date of the examination. All candidates' Entry Forms and candidate records, including the examination results, will be transferred to the EAA for further action (including disposal and/or destruction) after 2 months from the Result Release Date. The PEAK Exam Centre will not keep such information.
5. Candidates are entitled to request access to or to request the correction of any data provided, in the manner and subject to the limitations prescribed in the Personal Data (Privacy) Ordinance. As the Ordinance allows, the PEAK Exam Centre has the right to charge a reasonable fee for the processing of any request for data access. Candidates may contact the PEAK Exam Centre for enquiries. The address, telephone number, fax number and email address are as below:

PEAK Examination Centre, Vocational Training Council
1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Telephone : 2919 1467 / 2919 1468 / 2919 1478
Fax : 2574 0213
Email : cpdc@vtc.edu.hk