

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

In view of the Personal Data (Privacy) Ordinance (“the Ordinance”), this notice is to help candidates understand their obligations and rights 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 2 months after the date of the examination.
- (2) The PEAK Exam Centre may use the supplied personal data for the following purposes:-
 - a. administering qualifying examinations;
 - b. release of examination results to candidates concerned;
 - c. posting of examination result on the website of the PEAK Exam Centre for the candidates’ own checking, unless expressly requested not to do so by the respective candidate in writing;
 - d. transferring candidates’ personal data and examination results to the Estate Agents Authority (“EAA”);
 - e. research or statistical analysis;
 - f. transferring candidates’ personal data to the venue provider(s) for record of visits; or
 - g. conducting other lawful 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, compare, match, transfer or exchange their data with the data already possessed, or obtained hereafter, by the PEAK Exam Centre for these or any other purposes.
- (4) Candidates may have the right under the Ordinance to request access to or correction of any data provided by them as per the manner and limitations prescribed therein. 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.
- (5) In this connection, please note that the answer sheets and question books used by candidates in the examination (which may contain their personal data) will be destroyed two months after the date of the examination concerned. The PEAK Exam Centre will transfer all candidates’ registration forms, registration information and examination results to the EAA after 2 months from the date of the release of result slip and will not keep such information.
- (6) Candidates who request for access to data or correction of data may contact or write to the PEAK Exam Centre. Its address, telephone number and e-mail 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
E-mail : cpdc@vtc.edu.hk

PEAK Examination Centre
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