

Authorization Letter

授權書

To: PEAK, Vocational Training Council
9/F, 27 WOOD RD, VTC TOWER, WANCHAI, HK

致：職業訓練局高峰進修學院
香港灣仔活道 27 號職業訓練局大樓 9 樓

I hereby authorize Mr / Ms / Miss* _____
HKID Card No. / Passport No.* (first 4 letter(s) and/or digit(s)) _____
to collect the Certificate / Letter / Receipt for the following course on my behalf.

Course Code / Course Title: _____
Course Period: (Date) _____

I understand that in order to safeguard my interests, the above named representative will be required to present his/her own original identity card **and** also a photocopy of my HKID card to PEAK for verification purpose when he/she collects the certificate / letter / receipt on my behalf.

I also acknowledge that I have read and agree to the Personal Information Collection Statement ("PICS") set forth in this letter and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

本人現授權 _____ 先生 / 女士 / 小姐*
香港身份證號碼 / 護照號碼* (首4個字母/數字) _____
代表本人領取下列課程之證書/信件/收據。

課程編號 / 課程名稱 : _____
課程日期 : _____

本人明白，為保障本人利益，上述受委託之人士在代表本人領取證書/信件/收據時，必須向高峰進修學院出示其身份證明文件正本以及本人之香港身份證副本以供核實。

本人並且確認已閱讀及同意遵守本授權書所載之收集個人資料聲明及 VTC 的《私隱政策聲明》(<https://www.vtc.edu.hk/tc/home/privacy.html>)。

Name of Authorizing Person (Block Letters)
授權人姓名（正楷）：

Signature of Authorizing Person
授權人簽署：

HKID Card No. / Passport No.* (first 4 letter(s) and/or digit(s))
香港身份證號碼 / 護照號碼* (首4個字母/數字)：

Date
日期：

Personal Information Collection Statement

Vocational Training Council (through its member institution, Institute of Professional Education And Knowledge) ("PEAK", "we" or "us") respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(P)O") and the Data Protection Principles.

This Personal Information Collection Statement ("PICS") explains how the PEAK collects, uses, processes, and transfers your personal data. "Personal data" refers to information relating to a living individual that identifies him or her (directly or indirectly) and exists in a form which access to or processing of is practicable. Please read this PICS in conjunction with VTC Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

1. Purpose of Collection and Use

We may collect personal data such as your name, HKID number, and other information relevant to the purpose of collection.

Your personal data is collected for the following purposes and any directly related purposes:

- (a) identity verification,
- (b) record checking,
- (c) communication with authorizing person, and
- (d) related administrative purposes.

Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in PEAK not being able to process the authorization request.

2. Accuracy and Retention of Personal Data

PEAK has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. PEAK aims to keep your data accurate and up to date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

PEAK will retain your personal data for so long as is necessary to enable it to fulfill the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to protect the PEAK's interest.

3. Data Transfer & Disclosure

PEAK undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC may disclose or transfer your personal data to the following classes of persons:

- (a) authorized staff of PEAK; and
- (b) any other parties as required or authorised by law.

4. Protection Measures

PEAK takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel only.

5. Access and Correction of Your Personal Data

In accordance with the PD(P)O, you have the right:

- (a) to check whether PEAK holds your personal data;
- (b) to request a copy of such data; and
- (c) to require PEAK to correct any of the personal data which is inaccurate.

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

PEAK

9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.

Email: peak@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. PEAK reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

6. Governing Language & Jurisdiction

The English version of this PICS shall prevail over the Chinese version in case of discrepancy. This PICS shall be governed by the laws of the Hong Kong Special Administrative Region and subject to the jurisdiction of the Hong Kong courts.

收集個人資料聲明

職業訓練局（透過其機構成員，高峰進修學院）尊重閣下的個人資料私隱，並承諾遵守《個人資料（私隱）條例》（第 486 章）（「《私隱條例》」）及保障資料原則。

本《收集個人資料聲明》（「聲明」）說明高峰進修學院如何收集、使用、處理及轉移閣下的個人資料。「個人資料」是指與在世人士有關及可（直接或間接）確定個人身份的資料，亦必須以可供查閱及處理的方式記錄下來。請將本聲明與 VTC 的《私隱政策聲明》（<https://www.vtc.edu.hk/tc/home/privacy.html>）一併閱讀。

1. 收集及使用目的

高峰進修學院可能會收集閣下的個人資料，姓名、香港身份證號碼，以及與收集目的相關的其他資訊。

收集閣下的個人資料乃作以下用途及任何直接相關的用途：

- (a) 身份核實；
- (b) 記錄查核；
- (c) 與授權人聯絡；及
- (d) 相關行政事宜。

除非另有說明，閣下必須向 VTC 提供所需的個人資料。若閣下未能提供全部所需的個人資料，高峰進修學院可能無法處理有關授權申請。

2. 個人資料的準確性及保留

VTC 採取適當措施，將所持有個人資料的準確性、完整性及關連性保持在合理水平，以符合個人資料收集用途。VTC 致力將閣下的資料保持準確及最新，惟仍有賴閣下向我們披露所有重要資料和通知我們有關該些資料的任何錯誤或變更。

VTC 會在貫徹資料被收集的目的（或直接相關目的）或任何其他已獲得你同意的目的所需的時間內保留閣下的個人資料。不再需要的個人資料將被銷毀，除非其持續保留是為了滿足法律、監管或會計要求，或為了保護 VTC 的權益。

3. 資料轉移及披露

VTC 會保密閣下的個人資料。任何獲 VTC 披露及/或轉移閣下的個人資料的第三方均有責任將閣下的個人資料保密，並只作以上第一節所述目的允許的用途。

VTC 可能會將閣下的個人資料披露或轉移予以下類別的人士：

- (a) 高峰進修學院的授權人員；及
- (b) 法律要求或授權的任何其他人士。

4. 保障措施

VTC 採取適當步驟保障所持的閣下個人資料，以免遭受未經授權的查閱、使用、遺失、更改或披露。只有獲授權的人士方可查閱及處理閣下的個人資料。

5. 查閱及改正資料

根據《個人資料（私隱）條例》，閣下有權：

- (a) 查核 VTC 是否持有閣下的個人資料；
- (b) 要求索取該等資料的副本；及
- (c) 要求 VTC 改正任何不準確的個人資料。

如閣下欲提出查閱資料要求，請填妥「查閱資料要求表格」（OPS003），並郵寄或電郵至：

高峰進修學院
香港灣仔活道 27 號職業訓練局大樓 9 樓
電郵: peak@vtc.edu.hk

為保障閣下的私隱及身分，VTC 會以合理的步驟核實身分，以便處理查閱或改正個人資料的要求。VTC 根據《私隱條例》保留權利就處理查閱資料要求收取費用。

6. 管轄語言及司法管轄區

本聲明的英文版本與中文版本如有歧義，須以英文版本為準。本聲明受香港特別行政區法律規管，並受香港法院管轄。