收集個人資料聲明

職業訓練局（「VTC」）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 VTC 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》一併閱讀。

1. 收集及使用目的

VTC 可能會收集閣下的個人資料，包括但不限於姓名、手機號碼、電郵地址、學校名稱，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) 提供問卷測試結果；
(b) 進行統計分析及研究；及
(c) 遵守法律或監管要求。

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，可能導致 VTC 無法處理閣下的活動登記。

關於市場推廣及宣傳資訊的附註
VTC 及其機構成員只有在獲得閣下的同意（請參閱活動登記表的同意剔選方格）的情況下，將閣下的個人資料用於提供有關 VTC 及其機構成員所提供的任何課程、招生及活動推廣資訊。若未經上述同意，閣下的資料將不會用於發送課程、招生及活動的市場推廣及宣傳資訊用途。

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：

- VTC 的機構成員及/或學院；
- 代表 VTC 提供服務的供應商及承辦商；及
- 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），並電郵或傳真至：

傳訊公關處
電郵: **cpro@vtc.edu.hk**
傳真: 2591 4809

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. 未成年人士

如閣下未滿 18 歲，我們建議閣下在向我們提供任何個人資料前，先就本聲明的內容諮詢閣下的父母或合法監護人，並確保閣下在向我們提供個人資料前了解其內容。

7. 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。

Personal Information Collection Statement

Vocational Training Council ("VTC", "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 VTC collects, uses, processes, and transfers your personal data. "Personal data" refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC's Privacy Policy Statement.

1. **Purpose of Collection and Use**

   We may collect personal data including but not limited to your name, mobile number, email address, name of school and other information relevant to the purpose of collection.

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

   (a) providing the questionnaire results;
   (b) conducting statistical analysis and research; and
   (c) compliance with legal or regulatory requirements.

   Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process your registration.

   Note on Marketing and Promotional Information
   VTC and its member institutions may use your personal data for providing marketing and promotional information in relation to any programmes, admissions and events offered by VTC and its member institutions only if you have given your consent (see the consent checkbox in the event registration form). Without such consent, your data will not be used for providing marketing and promotional information.

2. **Accuracy and Retention of Personal Data**

VTC 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. VTC 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.

VTC 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 VTC's interest.

3. **Data Transfer & Disclosure**

VTC 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:

- member institutions and/or institutes of VTC;
- service providers and contractors performing activities on VTC's behalf; and
- any other parties as required or authorised by law.

4. **Protection Measures**

VTC 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 VTC holds your personal data;

(b) to request a copy of such data; and
(c) to require VTC 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 fax or email to:
Communications and Public Relations Office
E-mail: **cpro@vtc.edu.hk**
Fax: 2591 4809

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. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

6. Minors

If you are under the age of 18, you shall consult your parents or legal guardian on the contents of the Privacy Policy Statement and this PICS and ensure that you understand their contents before providing your personal data to us.

7. 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.