

**Notes to Applicants Regarding  
Personal Information Submitted to the University**

1. Information provided in the application form will be:
  - (a) used as a basis for assessing the applicant for admission to the University and for all other related purposes;
  - (b) used to obtain information about applicants' academic results and studies in institutions in Hong Kong and elsewhere;
  - (c) used to carry out checks on matters relating to this application and records of previous studies at other institutions;
  - (d) transferred to the student record system of the University if the application is successful;
  - (e) used for periodic checks on registration whereby enrolment information is exchanged among the tertiary institutions when necessary;
  - (f) destroyed 6 months after the completion of the admission exercise if the application is unsuccessful.
  
2. The Personal Data (Privacy) Ordinance provides that the applicant has a right:
  - (a) to ascertain whether the University holds his/her personal data and request a copy of such data before it is destroyed;
  - (b) to request the University to correct or update any of his/her personal data.
  
3. Under the provision of the Ordinance, the University will respond to requests for data access within 40 days and the University may charge the applicant a reasonable searching and photocopying fee for the processing of data access.
  
4. For any request for personal data access or correction, please write to:

Registry  
Lingnan University  
8 Castle Peak Road  
Tuen Mun  
Hong Kong