

Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation

The R C Lee Centenary Scholarship

Notice relating to the Personal Data (Privacy) Ordinance (the "Ordinance")

This Notice is given by Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation (the "Foundation" or "we") to inform you why we collect your personal data, our policies and practices in relation to personal data privacy and other related matters. We respect personal data privacy and we are committed to keeping personal data confidential. We use personal data for purposes relating to the Scholarship and not unrelated purposes.

Collection of Your Personal Data

1. We may request you to provide personal information and particulars from time to time in relation to your application for The R C Lee Centenary Scholarship (the "Scholarship") and matters relating to the operation and administration of the Scholarship programme. You are not obliged to supply your personal information and particulars but if you fail to supply the information and particulars requested, we may not be able to process your application.
2. We may request the following kinds of personal data from Scholarship applicants:
 - (a) recent photo, full name, age and date and month of birth;
 - (b) contact details;
 - (c) whether the applicant is a H.K.I.D. card holder;
 - (d) proposed course of study;
 - (e) education background, past scholarships and awards details, examination results and references; and
 - (f) details of extra-curricular activities, work experience and post-scholarship plans.
3. We may also generate and compile information about you while processing your application. The information supplied by you or generated and compiled by us about you from time to time is collectively referred to as "Your Personal Data".

Purposes for which Your Personal Data may be used

4. We may use Your Personal Data for one or more of the following purposes:
 - (a) processing, considering and determining your application, and assessing your eligibility and suitability for the Scholarship;
 - (b) obtaining references;
 - (c) managing and administering the Scholarship programme;
 - (d) communicating with you;
 - (e) arranging payments to you if your application is successful;
 - (f) compiling statistics to review and evaluate the Scholarship programme;
 - (g) verifying information provided in your application;
 - (h) detecting or investigating invalid applications or improper conduct (including misrepresentations or providing inaccurate, incomplete, misleading or false information);
 - (i) making disclosure when required by any law, regulation, court order, direction, code or guideline applicable in or outside Hong Kong; and
 - (j) purposes relating to any of the above.

Transfer of Your Personal Data

5. We may transfer and disclose Your Personal Data to the following parties:
 - (a) members of the Selection Committee, officers of the Scholarship Secretariat and any other persons who are engaged or appointed by us to assist in handling or determining Scholarship applications;
 - (b) your referees;
 - (c) the education institutions, examination boards and other bodies that award academic qualifications and credentials to you;
 - (d) agents, contractors and service providers engaged by us or any person in (a) above to provide administrative, telecommunications, computer or other services in connection with the operation and administration of the Foundation or the Scholarship programme; and
 - (e) any governmental or law enforcement agency, judicial body or regulatory authority to whom we are required to make disclosure according to any law, regulation, court order, direction, code or guideline.
6. If you are awarded the Scholarship, we may also transfer Your Personal Data to the trustee of the Foundation who assists in administering the Scholarship programme.
7. As the parties mentioned in 5 and 6 above may be located outside Hong Kong, Your Personal Data may be transferred out of Hong Kong.

Retention of Your Personal Data

8. We are required by the Ordinance to take all reasonably practicable steps to ensure that Your Personal Data will not be kept longer than necessary for the purposes (including any directly-related purposes) for which it is collected unless otherwise permitted by the Ordinance or required by any applicable legal or regulatory requirements. We will remove Your Personal Data from our records if your application is not successful after 12 months from the rejection of your application.

Security of Your Personal Data

9. We are required by the Ordinance to take all reasonably practicable steps to ensure that Your Personal Data is protected against unauthorized or accidental access, processing, erasure, loss or use. Physical records containing Your Personal Data are securely stored in locked cabinets when not in use. Computer records containing Your Personal Data are stored on a password protected computer. Physical records and computer records are only accessible by authorized personnel of the Foundation.

Access to and Correction of Your Personal Data; Enquiries about Privacy Policies and Practices

10. Under the Ordinance:
 - (a) you have the right to request access to Your Personal Data held by us and request correction of any of Your Personal Data which is incorrect; and
 - (b) the Foundation has the right to charge you a reasonable fee for processing and complying with your data access request.
11. Requests for (a) access or correction of Your Personal Data, or (b) information regarding our data policies and practices and kinds of data held by us should be made in writing to:

Scholarship Secretary
The R C Lee Centenary Scholarship Secretariat
PO Box 3038, General Post Office, Hong Kong
email:rcleescholarship@gmail.com