



The Hong Kong Academy of Nursing
香港護理專科學院



APPLICATION FOR FELLOW MEMBER

Guideline for the Use of Personal Data

The Hong Kong College of Nursing and Health Care Management undertakes to comply with the requirements of the **Personal Data (Privacy) Ordinance** to ensure that personal data are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

Purpose of collection and guideline for use of personal data

1. The Hong Kong College of Nursing and Health Care Management will use personal data collected from a data subject for the purposes for which it is collected.
2. To provide personal data to the Hong Kong College of Nursing and Health Care Management is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
3. The Hong Kong College of Nursing and Health Care Management may use your personal data in future (name, telephone number, fax number, email, mailing addresses) for the purposes of providing you with information of the College, handling application, issuing receipt, research, fundraising appeal, collecting feedbacks, as well as activities invitation and related promotion purposes.

Access to and updating personal data, request for cessation of using personal data for promotion purposes

- Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and update your personal data held by the Hong Kong College of Nursing and Health Care Management and request us to cease using your personal data for promotion purposes.
- If you object the Hong Kong College of Nursing and Health Care Management to use your personal data for the purposes as stated above, please contact us in writing with **your full name**, **telephone number** as well as **date** by mail / fax / email. No charge will be applied.

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