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CUHK Mobile App Launching Application Form

**Personal Data Collection**

1. The personal data provided on this form will be used by

* ITSC to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by ITSC
* ITSC to contact you

1. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
2. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
3. You have the right to check whether ITSC holds personal data on you. You can submit your request through Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/) or in writing to “*Head of* *User Support Division, Information Technology Services Centre*”.
4. Details on the use of personal data by ITSC can be found at <https://www.itsc.cuhk.edu.hk/it-policies/personal-information-collection-pic-statement/>.

**Form Submission**

1. To expedite the process of your application, the information/documents must be supplied/produced/completed.
2. You can submit the form to ITSC (2/F, Pi Chiu Building) in person or through internal mail to “*Mobile App Launching Application, Education Technology, Information Technology Services Centre”.*
3. You will receive an initial reply slip through e-mail or phone in FIVE working days.
4. For any enquiries about the status of the application, please e-mail to [cuhkmobile@cuhk.edu.hk](mailto:cuhkmobile@cuhk.edu.hk).

**Mobile App owner must supply the information below for ITSC to consider his/her application**

Application for CUHK Mobile App Launching

* New mobile app ❑ Update mobile app ❑ Withdraw mobile app

1. **About the Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff ID No. |  | Computing ID |  |
| Title | Prof / Dr / Mr / Mrs / Ms | Name in Chinese  (if applicable) |  |
| Name in English |  | Contact Phone No. |  |
| Department |  | | |
| Contact E-mail  Address |  | | |

1. **About the Mobile App**

|  |  |
| --- | --- |
| 1. Name of the mobile app |  |
| 2. Description of the mobile app |  |
| 3. Supporting Platform | * iOS * Android * Both iOS and Android |
| 4. Require CADS (Central Authentication and Directory Service)[[1]](#footnote-1) ? | * Yes * No |
| 5. Will the mobile app collect any information from the users? | * Yes, please specify:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No |
| 6. Will there be any security measures in the mobile app?  Example: data encryption, password protect, etc. | * Yes, please specify:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No |
| 7. Developer  (Please specify the contact details at Section C) | * CUHK Staff * Outsourcing Vendor   + - (If B.5 is “Yes”) Our department/unit has signed the Non-Disclosure Agreement form (<https://www.itsc.cuhk.edu.hk/images/content/restricted/staff_only/privacy-security/data-protection/nda.doc>) with the outsourcing vendor.     - Our department/unit has received all the mobile app source code from an outsourcing vendor. |
| 8. Subsequent maintenance would be carried out by:  (Please specify the contact details at Section C) | * CUHK Staff * Outsourcing Vendor   + - (If B.5 is “Yes”) Our department/unit has signed the Non-Disclosure Agreement form (<https://www.itsc.cuhk.edu.hk/images/content/restricted/staff_only/privacy-security/data-protection/nda.doc>) with the outsourcing vendor.     - Our department/unit has received all the mobile app source code from an outsourcing vendor. |
| 9. Target Launch Date  (Please note that it may take weeks or more for Apple /Google to approve the mobile app.) |  |

1. **About the Support Personnel**

**I. Mobile App Owner (if different from Section A):**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff ID No. |  | Computing ID |  |
| Title | Prof / Dr / Mr / Mrs / Ms | Name in Chinese  (if applicable) |  |
| Name in English |  | Contact Phone No. |  |
| Department |  | | |
| Contact E-mail  Address |  | | |

**II. Mobile App Developer (Please fill in a. or b.):**

1. **The Mobile App is developed by CUHK Staff:**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff ID No. |  | Computing ID |  |
| Title | Prof / Dr / Mr / Mrs / Ms | Name in Chinese  (if applicable) |  |
| Name in English |  | Contact Phone No. |  |
| Department |  | | |
| Contact E-mail  Address |  | | |

1. **The Mobile App is developed by an Outsourcing Vendor:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Vendor/ Company |  | | |
| Contact Name |  | Contact Phone No. |  |
| Contact E-mail  Address |  | | |

**III. Mobile App Support and Maintenance (Please fill in a. or b.):**

1. **The Mobile App is supported by CUHK Staff:**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff ID No. |  | Computing ID |  |
| Title | Prof / Dr / Mr / Mrs / Ms | Name in Chinese  (if applicable) |  |
| Name in English |  | Contact Phone No. |  |
| Department |  | | |
| Contact E-mail  Address |  | | |

1. **The Mobile App is supported by an Outsourcing Vendor:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Vendor/ Company |  | | |
| Contact Name |  | Contact Phone No. |  |
| Contact E-mail  Address |  | | |

1. **Declaration of the Applicant**
2. To launch the mobile app, the Mobile App Owner is responsible for:
   1. Complying with The Personal Data (Privacy) Ordinance (<https://www.itsc.cuhk.edu.hk/it-policies/guidelines-on-handling-software-licenses-in-copyright-ordinance/>) when handling user data. Personal Information Collection (PIC) Statements must be published at an eye-catching area of the information system notifying the users the purpose(s) of collecting and using their computing account information.
   2. Warranting that Content is their original work and does not violate any existing copyright and that they are the owner of the copyright therein or have obtained permission from the relevant copyright holder(s) to use the relevant parts or components in the Content.
   3. Complying with Control of Obscene and Indecent Articles Ordinance (<http://www.coiao.gov.hk/en/welcome.htm>) that the application does not contain obscene or indecent material in the form of text files, pictures, or sounds.
   4. Declaring and accepting that CUHK shall have absolute discretion to remove the mobile app from Apple App Store and/or Google Play as and when it deems fit without any explanation or notice.
   5. Bearing the risk of out-sourced vendors who may make unintentional or intentional security mistakes due to variation of service quality and level of commitment to the University.
   6. Allowing ITSC to request further information and product demonstration.
   7. Allowing ITSC to enlist information of their application in the ITSC web page at <https://www.itsc.cuhk.edu.hk>.
3. The mobile app will be submitted by ITSC to Apple App Store and/or Google Play with the developer/publisher ID “The Chinese University of Hong Kong”. However, ITSC has no guarantee when the mobile app is approved by the companies.

I have observed the responsibility above and agree to abide by them. And I understand that it is not ITSC’s obligation to fulfill my request.

Endorsed by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile App Owner’s Signature Date

( )

Name in Print

Endorsed by Department Chairman / Unit Head

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Department Chairman/Unit Head’s Signature with Department/Unit Chop Date

( )

Name in Print

1. **Office Use Only**

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Through this Central Authentication and Directory Service, ITSC provides a mechanism to interface the IT systems with the central user database for user authentication. More details can be found at <https://www.itsc.cuhk.edu.hk/all-it/information-security/centralized-authentication-and-directory-service/>. [↑](#footnote-ref-1)