

香港中文大學
要求查閱個人資料須知

17.4.2019

1. 所有大學成員均有權查閱大學所持有可識辨個人身分的資料，請填妥香港個人資料私隱專員公署規定的《查閱資料要求表格》，並交回下列有關的大學部門處理。

有關下述人士的個人資料	負責部門	電話
本校僱員	人力資源處	3943 7335
本校本科生	教務處	3943 8971
本校研究生	研究院	3943 8976
本校校友	校友事務處	3943 7860
其他人士	秘書處	3943 7262

2. 查詢個人資料的每項收費為港幣\$150，此項收費包括一份 30 頁或以下的個人資料，及本地掛號郵遞所需的費用。如所需的資料超逾 30 頁，其餘每頁收費為港幣\$5，惟大學得保留收取其他費用的權利。請注意大學只提供所需資料的印刷本。
3. 在遞交《查閱資料要求表格》時必須附上劃線支票（抬頭為「香港中文大學」）。

THE CHINESE UNIVERSITY OF HONG KONG
Notice to Data Access Request

1. All members of the University have the right to request access to personally identifiable information about themselves that is held by the University. If you wish to access your personal data held by the University, please complete the “Data Access Request Form” prescribed by the Office of the Privacy Commissioner for Personal Data, and return it to the following offices for action:

Personal Data Relating to	Office in Charge	Phone
Appointees of the University	Human Resources Office	3943 7335
Undergraduate Students of the University	Registry	3943 8971
Postgraduate Students of the University	Graduate School Office	3943 8976
Alumni of the University	Alumni Affairs Office	3943 7860
All other persons	Secretariat	3943 7262

2. The initial processing fee for the Personal Data Access Request is HK\$150 for a hard copy of 30 pages or below, with local registered mail service charge included. If the document requested exceeds 30 pages, HK\$5 will be charged for each additional page. The University reserves the right to levy charges for supplying other copies of personal data. Please note that only hard copy of the requested information will be provided.
3. You **MUST** attach a crossed cheque payable to “The Chinese University of Hong Kong” when submitting the “Data Access Request Form”.