



Conditions of Issuance

A Lee Woo Sing College (“the College”) WS Access Plus card (“the Card”) is a multi-purpose contactless electronic chip card issued to a cardholder (“the Cardholder”) subject to the Conditions of Issuance outlined in this chapter (“the Conditions”) as occasionally amended, replaced, consolidated or re-enacted. The Card is to be issued to the Cardholders (usually are College’s students, teachers, staff and authorized persons) at the time they join the College.

1. Introduction

- a. The Conditions are an agreement between the Cardholder and the College. By using the Card, Cardholder agrees to be bounded by the Conditions.
- b. The Card is an important access media of the security system of the College campus. Cardholders are required to keep the Card in a secured manner, and take good care of the Card.
- c. The Card is issued for purposes including but not limited to campus and hostel access, attendance taking and entitlement of catering privileges.
- d. The Card is not a document for verifying the Cardholder’s student/ staff status in The Chinese University of Hong Kong (“the University”).

2. Usage

- a. The Card shall only be used by the Cardholder, whose name printed on the Card face. The Cardholder must not transfer or exchange the Card with other persons. Otherwise, the case will be logged to the College’s Student Advisory & Disciplinary Committee for handling.
- b. The Card remains the property of the College. The College may inspect, suspend or revoke the Card or demand its return at any time in their discretion without notice to the Cardholder.
- c. The Cardholder must not alter, tamper or interfere with the Card, or knowingly use a faulty Card. Otherwise, the case will be logged to the College’s Student Advisory & Disciplinary Committee for handling.
- d. Non-residential students and teachers/ staff (non-campus management personnel) of the College will be granted with access right to non-residential communal areas of the campus only.
- e. Residential students, private quarters’ occupants and campus management personnel will be granted with access right to communal and hostel areas of the campus.

3. Validity, replacement and renewal

- a. The Card is valid from the date of issuance until the expiry date printed on the card face.
- b. The Card will immediately void if the Cardholder's students/ staff status is terminated by the College or by the University.
- c. In case of lost Card, Cardholder shall report to the College Office by filling in an online form immediately. Replacement of Card will only be entertained upon receipt of the online form. Charges for Card replacement apply.
- d. In case of damaged/ faulty Card, Cardholder shall report to the College Office immediately for Card replacement by filling in an online form. The original damaged/ faulty Card has to be returned. Charges for Card replacement may apply if such damage/ fault is caused by misuse of the Cardholder.
- e. Cardholder may request the College to renew his/her Card in case he/she has to extend his/her student/ staff status in the University. However, the renewal period shall not exceed the record shown in the University's Student Information System or record stored in the Personnel Office. Renewal of Card is free-of-charge.

4. Charges

- a. Initial (first) issuance of the Card is free-of-charge. Thereafter, in case of lost, damaged or faulty Card, a Card replacement fee of HKD150 (for the second Card)/ HKD300 (for the third Card and thereafter) each will be charged. The payment should be settled by cash.

5. Records and personal data

- a. The College operates the Card system and will ensure that the system is operated with reasonable care and maintenance. If Cardholder discovers any discrepancies in usage of the Card, he/she should contact the College as soon as possible. However, records stored in the College's computer system are deemed correct in case of discrepancies.
- b. Cardholder's name, access category, passport photo, a barcode and the Card expiry date are printed on the Card face for offline authorization purpose. No other personal data shall be printed on the Card face.
- c. Personal data of the Cardholder is not stored on the electronic chip of the Card. The Card exchanges uniquely encrypted data (includes but not limited to a special machine code to identify the Cardholder, right of access and temporary access records) with smartcard readers installed in the College campus only.
- d. All records are stored in the central computer system of the College confidentially by the College and not accessible by other students or any personnel in The Chinese University of Hong Kong (except College's campus management personnel). Authorized College's campus management personnel shall access the records only in case of potential disciplinary or criminal investigation, fire control and attendance record checking. The records are not to be disclosed to any third parties unless requested by HKSAR government authorities for criminal investigation purposes.

- e. The Cardholder may write to the College's Data Protection Officer for checking and accessing his/her personal data stored or requesting the College to correct any records which are inaccurate in the Card system. A reasonable photocopying or/ and printing fee may be charged.

6. Card maintenance

- a. The Card contains a sensitive electronic chip, and should be treated with great care in the same way as a portable electronic device.
- b. For best performance, please do not bend, twist, perforate or staple the Card. Neither expose it to direct sunlight, extreme temperature or humidity. Avoid electro-magnetic fields or chemicals.
- c. Cardholders should not carry the Card with another contactless electronic chip cards together in close proximity as they may interfere with one another.

7. English version prevails

- a. The College shall provide a Chinese language translation of the Conditions for reference. If there is any inconsistency between the English and Chinese versions, the English version shall prevail.

發出條件

和聲書院 (下稱「本院」) WS Access Plus 卡 (下稱「此卡」) 是一種多用途非接觸式的電子晶片卡，以本章所述的發出條件 (下稱“此條件”) 偶爾作出修訂，更改，合併或重新制定而發給持卡人 (下稱「持卡人」)。此卡在持卡人 (包括本院的學生/教師/職員/授權人士) 加入本院時發出。

1. 簡介

- a. 此條件是持卡人與本院之間的協議，持卡人使用該卡等同於同意遵守此條件。
- b. 此卡是本院校園安全系統的重要媒體，持卡人必須把此卡妥善保存。
- c. 此卡之應用包括但不局限於在校園、宿舍進出管制、查核出席記錄及享用餐飲優惠。
- d. 此卡不是核實持卡人在香港中文大學 (下稱「大學」) 的學生/職員身分的文件。

2. 用法

- a. 此卡只供卡上印有該持卡人姓名之人士使用。此卡不可轉讓或與人交換，否則，事件將交由本院學生輔導及紀律委員會處理。

- b. 此卡屬本院之財產。本院有權檢查、暫停、撤銷該卡，或收回該卡而不另行通知持卡人。
- c. 持卡人不得塗改、玩弄、干擾此卡，或有意地使用已故障的卡。否則，事件將交由本院學生輔導及紀律委員會處理。
- d. 本院非住宿學生/教師/職員（非校園管理職員）只授權予進出本院非住宿範圍的公用區域。
- e. 本院住宿學生/私人住所的住戶/校園管理職員只授權予進出本院的公用及住宿範圍區域

3. 有效期，更換和更新

- a. 此卡的有效期由發卡日開始直至卡面上所示之到期日為止。
- b. 本院的學生/職員身分若被本院或大學終止，此卡將立即失效。
- c. 持卡人若遺失此卡，應立即向書院(經網上表格)報失。本院只在持卡人填妥網上表格後方補發新卡。持卡人須支付補發新卡的費用。
- d. 此卡若損壞/故障，持卡人應立即向書院(經網上表格)申請補發新卡。持卡人必須交還損壞/故障的卡。如損壞/故障為人為造成，持卡人須支付補發新卡之費用。
- e. 持卡人可因大學延長他/她的學生/職員身分而向本院提出更新此卡。然而，更新的期限不得超過在學生信息系統/人事處所顯示的記錄。此卡的更新費用全免。

4. 收費

- a. 首次發卡的費用全免。此後，因遺失/損壞/故障而補發新卡的費用為港幣 150 元（第二次發卡）/港幣 300 元（第三次或以上）。以上費用均須以現金支付。

5. 記錄及個人資料

- a. 此卡之系統服務為本院所運作。本院會確保系統的正常操作及保養。持卡人使用此卡時若發現任何問題，應盡快與本院聯絡。然而，在此卡有問題的情況下，本院系統內儲存的紀錄將被視為準確紀錄。
- b. 此卡卡面上只印有持卡人的姓名、授權類別、照片、二維條碼和有效期，這些資料會使用在離線身份認證上。此外，卡上並不會印上其他個人資料。
- c. 持卡人的個人資料不會儲存在此卡的電子晶片上。此卡只適用於本院安裝的智能卡閱讀器上，交換經特別加密的數據（包括和不限於一組特殊的機器代碼，以確定持卡人身分、授權類別及進出記錄）。
- d. 所有記錄均儲存在本院的中央電腦系統，其他學生或任何香港中文大學的部門均不能讀取（本院的校園管理團隊除外）。本院只授權校園管理團隊在以下的情況下讀取記錄：潛在的紀律處分、刑事調查、火災和出席記錄查核。除非由香港特區政府要求提出進行刑事調查，記錄並不會披露給任何第三方。

- e. 持卡人可以寫信給本院的個人資料主任，查閱和讀取他/她的個人數據，或要求本院糾正任何錯誤記錄。本院可能收取合理的複印/打印費。

6. 卡片保養

- a. 此卡內植高感度電子晶片，請視同攜帶式電子產品並妥善保管。
- b. 為維持最佳效能，請勿折壓、扭曲或在卡上穿孔裝釘。切勿將此卡曝曬於陽光下或沾染化學物品，並切勿置於高溫、潮濕、電磁的環境。
- c. 持卡人不應該將此卡與其他非接觸式電子晶片卡一同擺放，因為它們可能互相干擾。

7. 英文版本為準

本院提供條件的中文版本作參考。中英文版本如有歧異，概以英文版本為準。

CUHK Lee Woo Sing College

Campus Environment & Development Committee

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