

China Graduate School of Theology

Statement on Collection of Personal Information

China Graduate School of Theology, in accordance with the Personal Data (Privacy) Ordinance (Chap 486) implements the following policy of the collection, use, protection, and examination of personal data

1. The purpose of collecting data

The China Graduate School of Theology (hereinafter referred to as CGST) will collect your personal data in a legal and fair manner. The purpose of collecting the information is to record and review the services; to fulfil statutory responsibility in processing the enrolment for courses and activities; receiving CGST news; recruitment; and donation record. The provision of personal data to CGST is purely voluntary. However, if you fail to provide sufficient personal information, CGST may not be able to process your application or provide you with the information or services you need.

2. Protection for Personal Data

CGST will keep your personal data confidential. The relevant data will only be used for the purposes stated or for purposes permitted by the Ordinance. CGST will take practicable arrangements to ensure that data held is protected against unauthorized access, processing, erasure or other misuse. Your personal data will be kept for no longer than the time required for the purpose for which it was collected. Under the above circumstances, CGST can only use your information for the specified purpose.

3. Use of the personal information provided

The personal information you provided will be used by our staff who need to know the information in their work.

CGST may send promotional materials to you by post, fax, telephone, email or other means of communication. If you choose not to receive, just call: 2337 4106 or email info@cgst.edu Or by post to No. 12 Dorset Crescent, Kowloon Tong.

4. Access and Amendment of Personal Data

With the exemption stipulated in the "Personal Data (Privacy) Ordinance", you have the right to request access to and amend your data, except those that has been deleted after use.

If you want a copy of your personal data, please write to us by post or email and pay a required fee. Upon receiving your written request and the payment, we will reply within 30 working days.

5. Data Transfer

If you use credit cards for school fees or donation, your credit card information may be transferred to a third party (such as a bank). Unless permitted or required by law, CGST will not transfer your personal data to third parties (ie non-CGST employees or unauthorized persons) without your consent.

There are hyperlinks in CGST website. This statement is not applicable to other third-party websites, and we does not control how they collect and use information.

6. Use of cookies

Our website may use cookies to collect information about the user's information to improve the functionality of the website. Users should also be aware that once cookies are disabled, certain functions on the website may not be available.

Please ensure that the information you provided is correct. If you have any inquiries about the application you have submitted, or if there are changes, please contact the relevant departments you have submitted the information. If you have any questions, please contact our Administration Department : telephone: 2337 4106 or email info@cgst.edu; Or mail to it to 12 Dorset Cresnet, Kowloon Tong, Hong Kong.

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