

GENERAL NOTES TO APPLICANTS

- (1) Please read the School's Parking Regulations carefully before completing this application form.
- (2) A copy of Staff / Student ID Card, Vehicle Registration Document and Driving Licence should be attached to the Application Form.
- (3) Applicants will be notified of the results individually. A crossed cheque payable to "Hong Kong Baptist University" in settlement of the permit charges should be submitted at the time when the applicants come to collect the parking permit.
- (4) The School reserves the rights to suspend or refuse renewal of permits for repeated offenders of the School's Parking Regulations.

NOTES REGARDING PERSONAL DATA

- (a) The personal data collected in this application form will be used by the School to assess the applicant's eligibility for the parking permit and for management of the parking services. The School will not disclose it to any external parties unless consent has been obtained from the applicant or it is required to do so by law.
- (b) Under the Personal Data (Privacy) Ordinance, the applicant has the right to request access to, correction of or obtain a copy of his/her personal data in relation to this application. Any such requests can be made to the Headquarters Administration of the School in writing via email hqsc@hkbu.edu.hk. The School may charge a fee to cover the administrative cost.