

Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Royal Charter and Bye-laws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to our related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

Terms & Conditions

- (i) All applications are on a first-come-first-served basis. Enrolment will only be processed upon receipt of full payment.
- (ii) Post-dated cheque is not accepted.
- (iii) Individual/Corporate Package holders are allowed to deduct 3 and 5 regular seminar units for enrolment to Morning/Afternoon session and Full day session respectively.
- (iv) NO REFUND/CANCELLATION/ALTERNATION will be entertained after the application is processed.
- (v) Without prejudice to clause (iv) above, additional conference fee, i.e. shortfall between respective regular rate and early-bird rate will be applied to non-package applicants with substitution request made to the Institute after the early-bird period.
- (vi) The Institute reserves the right to change the conference presenter(s), date, time and venue if necessary. Any change of date, time and venue will be notified by email. Please visit acru.hkics.org.hk for more update information.
- (vii) When attending conference, attendees should make sure that their attendance at the entire session is noted (by signing in and signing out of the session). No ECPD point will be awarded without sign in/out.
- (viii) There may be photography, filming and sound recording at the conference. By participating in this conference, you consent to be photographed, filmed or sound recorded, and consent to your images and sounds (which may include your identifiable images and sounds) being used by the Institute in the future promotional materials. If you do not agree that your identifiable images and sounds which may have taken at this conference be used, please contact the Institute so that necessary arrangements may be made.
- (ix) ECPD hours will be deducted for late arrival or early departure of the conference. According to the [CPD Policy](#) (Appendix 2, clause 1.8), 0.5 ECPD hour will be deducted for late arrival or early departure of over 10 minutes to 30 minutes. 1 ECPD hour will be deducted for late arrival or early departure of over 30 minutes to 60 minutes. NO ECPD hour will be awarded for late arrival or early departure of over 60 minutes.
- (x) Arrangements under adverse weather conditions. If typhoon signal No. 8 or above or the Black Rainstorm Signal is issued before the commencement of the conference and remains in force at or after the specified time as below, the conference will be cancelled.

7.00 am	Morning session or whole day session will be cancelled
12.00 noon	Afternoon session will be cancelled

The Institute will notify participants of further arrangements as soon as practicable.

The conference may be ceased within two hours if typhoon No. 8 or above or Black Rainstorm Signal comes into force during the course of sessions; subject to the actual situation on the conference day.

No refund or re-scheduling shall be arranged if the conference have started.

The Hong Kong Institute of Chartered Secretaries reserves the final right to interpret the terms and conditions as stated herein.