

## Protection of Personal data and Privacy

The Chinese University of Hong Kong (Shenzhen) is a responsible institution. As a data user, it is necessary to protect personal data and privacy in order to ensure the accuracy and safety of personal data, as well as the use of the information provided only in the collection of information. The University should also promote the following six principles of security in their communities, and to collect, use, process and save personal data properly:

### **Principle 1** - the purpose and means of collecting information

Personal data must be collected in a legal and fair way. When a data user is collecting personal data from a data party, it shall provide the party with the purpose of collecting information and the way of using and preserving the data.

### **Principle 2** - the accuracy and retention period of the personal data

The saved personal data must be accurate and up-to-date, and the length of time should not exceed that needed for actual use.

### **Principle 3** - the use of personal data

Unless expressly agreed by the parties, the personal data may be used only for the purpose claimed when information is being collected, or directly related to the application. Without expressly agreement from the parties, the personal information shall not be disclosed to their family members. However, the data user may, in the case of a minor, disclose information to its guardians, and emergency situations are exceptions.

### **Principle 4** - Security of personal data

Appropriate security measures shall be taken to protect personal information (including its presence in the form of access or processing of data that is not feasible).

### **Principle 5** - information shall be provided in general

Data users are required to disclose the type of personal data to the public, and the main use of the personal data.

### **Principle 6** - access to personal data

The parties shall have the right to access and correct their personal data.

The University also encourages the students to develop good habits to ensure information security, including careful use of electronic communications and data storage devices.

## 保障个人资料及隐私

香港中文大学（深圳）是负责的事业单位，作为数据用户，务须保障个人资料及隐私，以确保所保存个人资料的准确性与安全性，以及仅可用于在收集资料时所述明的用途。大学亦须于其社区中推广以下六项保障资料原则，妥善收集、使用、处理及保存个人资料：

### **原则1** - 收集资料的目的及方式

须以合法及公平的方式收集个人资料。数据用户在向数据当事人收集个人资料时，应向该当事人提供收集资料的用途及使用和保存该资料的方式。

**原则2 - 个人资料的准确性及保留期间**

所保存的个人资料必须是准确和最新的数据，而保存时间不得超过实际需要。

**原则3 - 个人资料的使用**

除非获得资料当事人明确同意，否则个人资料只可用于在收集资料时所述明的用途或与其直接有关的用途。若无资料当事人的明确同意，不得向其家庭成员披露该个人资料，惟该资料当事人为未成年人时可向其监护人披露，紧急情况亦为例外。

**原则4 - 个人资料的保安**

须采取适当保安措施保障个人资料（包括其存在形式令查阅或处理并非切实可行的数据）。

**原则5 - 信息须在一般情况下可提供**

数据用户须公开所持有的个人资料类别，以及该等个人资料所作的主要用途。

**原则6 - 查阅个人资料**

资料当事人有权查阅并改正其个人资料。

大学亦鼓励研究生培养保障信息安全的良好习惯，包括小心使用电子通信和数据存储设备。