

LINGNAN UNIVERSITY

Notice of Change of Student's Personal Data

* Please delete where appropriate

Full-Name of Student:	Student No.:
Year of Study:	Study Programme ^(Note) / Major Programme *: <i>Note: for students whose Major Programme has not been allocated.</i>
New Telephone Number:	
New Correspondence Address:	
New Residential Address:	
Change of Other Personal Data (please specify): <i>Important: Change of personal data other than telephone number or address must be proved by providing the appropriate document/s issued by government.</i>	
Change of Health Problems and / or Disabilities#: <i># Information about students' special needs given in the form will be sent to their home department / programme, the Office of Student Affairs and relevant units for reference.</i>	
Effective Date of the above Change(s):	
Declaration : I declare that the information given above is correct. I understand that if I wilfully give false information, Lingnan University shall have the right to take any necessary disciplinary actions.	
Signature of Student: _____ Date: _____	
<u>For Student Aged Under 21:</u>	
Name of Parent/Guardian* in BLOCK Letters: _____	
HKID Card/Passport* No. of Parent/Guardian*: _____	
Signature of Parent/Guardian*: _____ Date: _____	
Personal Information Collection Statement: 1. The purpose of collecting personal data by means of this form is to process this application only. 2. In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year. 3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b). 4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed. 5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing. 6. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk . For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk .	
Registry's Use: Student's record updated by _____ on _____	