

Office of Student Affairs

Loan of Sport Equipment

(for Student Society/Hostel Association only)

Student Services Centre – Personal Information Collection Statement (PICS)

1. The purpose of collecting personal data by means of this form is to process your registration and to serve as contact in case. The collected data will be retained until end of May of the year.
2. Please note that it is mandatory for you to provide the personal data required or we might not be able to process your application.
3. The personal data collected will not be disclosed to third parties other than those specified without your approval.
4. 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 access to personal data, please contact Office of Student Affairs - PE Team at 2616 7026 or email to osa-pe@ln.edu.hk.
- 5.

Society / Hostel :	Contact No. :
Event Period:	Purpose of Use :
Collection Date:	Return Date :
Collection Time :	Return Time

Application of Equipment		For office use only
Items	Amount	Remarks

Terms & Conditions:

1. Self-pickup the equipment from our office at a scheduled date and time. When finished, return the equipment in its original condition back to our office. **Applicant** shall keep the equipment in its original condition.
2. The **applicant** shall pay for the damage fee for replacement and/or repair of any equipment which is not returned because it is lost or stolen or any equipment which is damaged and in need of repair.
3. Application should be submitted **2 weeks** before **collection date**.

Name of Applicant : _____

Signature: _____

Society / Hostel Chop : _____

* Approved by: _____