HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

Request Form for Opting-Out from Direct Marketing
拒收直接銷售推廣申請表

If you are currently receiving HKU SPACE / HKU SPACE ALUMNI direct marketing materials and world like to opt out from further receiving them, please select one / both opt out options below and complete this request form for further arrangement. Please note that, by sending us your opt-out request, you will not be able to receive the School and/or ALUMNI news and discounts and offers after your opt out request procedure completed. 如 閣下已收到學院/校友會的推廣資訊並希望申明 閣下拒絕接收有關推廣訊息的意向，請填妥本申請表，並勾選以下選項(可多於一個)，以便安排。在申請妥善處理後，學院/校友會將會向 閣下停發學院/校友會最新資訊及折扣優惠。

☐ **HKU SPACE** ☐ **HKU SPACE ALUMNI**

Please note that it may take some reasonable time for us to process your request. While we are processing your request, you may continue to receive marketing materials from us. 處理申請需時。閣下可能會在短時間內繼續收到學院/校友會推廣訊息。

*Name _____
姓名 (Surname 姓氏) (Given Names 名字) (in BLOCK LETTERS 以正階填寫)

#H.K.I.D. / Passport No. _____
香港身份證/護照號碼

HKU SPACE Student No. (if any) _____
學生證號碼

*Contact Phone No. _____
聯絡電話

^Email Address _____
電郵地址

(Others, if any) _____

Correspondence Address 通訊地址

_____

*Mandatory fields for all 必須資料
#Additional mandatory fields for current or past student 學員或已畢業學員必須填寫
^Additional mandatory fields for non-student or non-past student 非學員或非已畢業學員必須填寫

Important Note 重要事項:

1. Please complete the form duly and submit it to any of our Enrolment Counters. Alternatively, you can send it to the Data Protection Officer of HKU School of Professional and Continuing Education, at Suites A and B, 12/F, United Centre, 95 Queensway, Hong Kong. 請填妥本申請表並前往任何一間報名中心遞交，或可郵寄至香港金鐘道 95 號統一中心 12 樓 A & B 室，香港大學專業進修學院個人資料私隱主任收。
2. Failure to provide the necessary information may result in a delay in processing your request. 如未能提供足夠資料，處理 閣下之申請可能會被延誤。
3. For students or past students, all channels of marketing communication available to the School will be opted out. 申請人如為(或曾為)學院學員，在申請妥善處理後，申請人再不會循環其他在學院已註冊的溝通渠道收到學院/校友會的推廣訊息。
4. If you have previously provided us more than one email address, please provide us your other email address (if any) so that we are able to remove these other email address from our marketing mailing lists. 如 閣下曾向學院提供多於一個電郵地址，請提供 閣下其他電郵地址(如適用) 以便學院可以把 閣下其他電郵地址從宣傳推廣名單內刪除。
5. You will continue to receive teaching and learning communications and notifications on services you engaged with HKU SPACE / HKU SPACE ALUMNI. 閣下將繼續收到有關課程教學或 閣下使用學院/校友會其他服務範疇的通訊。

I have noted, understood, and agreed to the above.
本人已細閱、明白並同意以上的事項。

Signature 簽署: _____ Date 日期: _____

Use of Personal Data Collected in this form

The personal data you provided in this form will be used for processing your request to opt-out from receiving marketing materials from HKU SPACE / HKU SPACE ALUMNI and related purposes. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website. 閣下所提供在此表格的個人資料將會用作處理 閣下拒收學院/校友會直接銷售推廣的要求及其他相關用途。如欲了解本院私隱政策的詳情，請參閱本院的課程手冊或網頁。