

City University of Hong Kong
Student Development Services

List of Office-bearers

(Please read the important notes overleaf before filling in the form.)

Name of Society/Club: _____ Society Email: _____ Society/Club Chop: _____

Effective Date: _____ Expiry Date: _____ Mail Box No: _____ Office Tel.: _____

**(Declaration: I understand and agree that the information I provide will be used for purposes specified in the important notes overleaf.)*

Name of Student (in English)	(in Chinese)	Post	Std. I.D. No.	CityU Email A/C	Department	Contact Tel	Signature*
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(e.g. CHAN MING FAL, JOHN)

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1. Important Notes

1.1 Purpose of collection of personal data

The information that you provide in the list of office-bearers will be used for the following purposes:

- as a data base of eligible users of university facilities and resources.
- for liaison with the office-bearers by SDS and other departments of CityU for matters related to the society / club concerned.

1.2 Duration of retention of personal data

All personal data in the list of office-bearers will be kept in SDS for 5 years and will be destroyed afterwards without further notice.

1.3 Access to and correction of personal data

An individual may request to confirm whether SDS holds any personal data of which the individual is the Data Subject and, if so, request a copy of such data. If the Data Subject considers the data thus provided to be inaccurate, the Data Subject may also request that the data be corrected. Request for access to or correction of data should be in writing and made to Student Development Services, City University of Hong Kong.

2. Student Society Registered under SU

2.1 Student society registered under SU should obtain the endorsement of SU Council before submitting the list to SDS.

2.2 Student groups of unofficial or temporary nature, e.g. election boards, will not be granted the privilege of booking university facilities or resources and do NOT need to submit this list to SDS.

Endorsed by: _____

Date: _____

Chairman of SU Council

3. Student Group Not Registered under SU

For student group not registered under SU, the list of office-bearers should be submitted to SDS direct. The privilege of booking university facilities and resources will be granted at the discretion of SDS.

For official use:

Date received : _____ Approved by : _____ Computer code / Input Date : _____

Remark: _____