

# Personal Information Collection Statement

MTR Corporation Limited

## 1. Your Privacy

It is our policy to comply with the requirements of the **Personal Data (Privacy) Ordinance** (Cap. 486) of the Laws of the Hong Kong Special Administrative Region.

Any personal data which is collected shall be handled in accordance with this Personal Information Collection Statement ("**PICS**"). This PICS may from time to time be revised, or otherwise changed where we deem necessary but we will give you advance notice of any such revision or change.

If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

## 2. Purposes for which we will use your Personal Data

We need to collect your name, email address, expected graduation year, university attended, and major(s), etc. (collectively, "**personal data**") for the purpose of sharing information and updates of MTR Graduate Development Programme (the "**Purpose**") with you and other associated purposes arising from or in relation to the Programme("Purpose").

**You MUST provide your personal data to us** if you want us to make any arrangements with you for the said Purpose.

## 3. Disclosure

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties:

- a. if the Corporation decides to sell any relevant part of its business, to any actual or proposed assignee, transferee or successor of or to the Corporation's rights in respect of your personal data;
- b. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, banking, legal, etc. and other services to us with respect to the operation of its business;
- c. any person to whom we are under an obligation to make disclosure under the requirements of any law binding on us or for the purposes of any guidelines or codes of practice issued by regulatory or other authorities with which the Corporation is expected to comply;
- d. to whom you have expressly agreed that we may disclose your personal data.

## 4. Security

Except as mentioned in paragraph 3 above, your personal data, will be accessed only by our employees or contractors who are authorised to do so. Where personal data is stored electronically, it will be kept on a separate server and will be password-protected (or under some equivalent form of protection) and accessible only by our authorised personnel or contractors. Employees and contractors designated to handle personal data will be instructed to do so only in accordance with this PICS. However, if at any time your personal data is transferred to another server for storage, it will not be encrypted and therefore may be able to be accessed by third parties. The Corporation accepts no responsibility for any such access and if you are concerned about such access you should not provide your personal data.

#### **5. Your Right to Access and Correction**

You may at any time request access to and to correct personal data relating to you in any of our records. You may also ask us to delete you or your personal data from any active mailing or distribution list. To exercise any of your rights, contact us at the address, facsimile number or email below, marking your communication "Confidential". In response, we may ask you to provide certain details about yourself so that we can be sure you are the person to whom the data refers. We are required to respond to your requests within 40 days and we will endeavour to do so wherever possible, but we may charge you a reasonable fee for doing so.

#### **6. Personal Data Privacy Officer**

The person to whom (1) requests (i) for access to data or correction of data, (ii) for general information regarding our policies and practices with respect to personal data and (iii) about the kinds of personal data that we hold and (2) general questions and complaints should be addressed is as follows:

Personal Data Privacy Officer  
Secretarial & Legal Department  
(Marked Confidential)  
Address :  
MTR Headquarters Building Telford Plaza  
Kowloon Bay Kowloon Hong Kong  
email: [PDPO@mtr.com.hk](mailto:PDPO@mtr.com.hk)

#### **7. Retention of Data**

We will keep your personal data only for 3 years for the Purpose. Personal data which is no longer required will be destroyed.