

**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**Registration Form of Voter of the Election of Alumni Manager**

**Direction of Registration**

1. Please refer to section III of GUIDE FOR ELECTION OF ALUMNI MANAGER.
2. Please provide all the information required hereinbelow.
3. You must ensure all the information is true and accurate to the best of your knowledge. You may be refused to be registered as a voter if any statement provided hereinbelow is found to be false in material.
4. The completed form shall, during the announced registration period [1<sup>st</sup> December 2020 to 31<sup>st</sup> March 2021], either be:-
  - (1) faxed to (852) 2525 6725 (Attn: Returning Officer, Alumni Manager Election (Voter Registration)); OR
  - (2) posted to “Raimondi College, 2 Robinson Road, Mid-Levels, Hong Kong (Attn: Returning Officer, Alumni Manager Election (Voter Registration))

**Voter's Personal Information**

Surname in English :	
Given Names in English :	
Name in Chinese :	
First 5 digits of HKID : (e.g. A1234)	
Email Address :	
Mobile / Home Tel :	
Years of Graduation / Departure from RC :	
Class of :	

Date:

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(Signature)

This is a personal information collection statement under the Personal Data (Privacy) Ordinance (“the Ordinance”).

#### 1. Purpose of Collection

The personal data provided by you to Raimondi College (the “School”) will be collected, retained, processed, used and transferred (within or outside of Hong Kong) for the following purposes:

- Processing your registration requests
- Verifying your identity
- Other purposes directly relating to any of the above

2. You are required to provide your personal data, other than those items indicated as optional. Failure to provide such data may lead to inability to receive services from the School.

#### 3. Disclosure and Transfer of Personal Data

The School will keep your personal data confidential and only our authorized members will have access to and handle your personal data. The School may disclose or transfer your personal data to service providers and contractors engaged in activities on behalf of the School within or outside Hong Kong solely for the purposes set out in paragraph 1 above.

The School may also disclose your personal data when authorized or required by law and in response to requests from law enforcement authorities, government departments or regulatory authorities or where required to protect the School’s rights or properties.

#### 4. Access and Correction of Personal Data

You have the right to request for access and correction of your personal data held by the School. Any data access and correction request according to the Ordinance should be made in writing to the School. A fee will be imposed for processing your data access request.

#### 5. Security, Accuracy and Retention of your Personal Data

The School takes reasonable precautions to prevent the loss, misappropriation, unauthorized access or destruction of your data. The School also takes reasonable steps to ensure that all personal data held by it is accurate, complete, correct and reliable for the intended use.

Your personal data will be retained by the School according to its policy on retention of data and records.