

**City University of Hong Kong
Student Development Services
List of Student Officers**

New register

Annual Renewal

Updated

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

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

Effective Date : _____ **Expiry Date** : _____ **Society/Club Chop** : _____

	Name of Student (in English) e.g (CHAN MING FAI, JOHN)	(in Chinese)	Post	Std. I.D. No.	CityU Email	Department	Contact Tel	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

*By default, the first four officers on the list will be the designated representatives authorized and granted the necessary access rights to reserve Student Centrum rooms through Resource Booker

Important Notes

1.1 Purpose of collection of personal data

The information that you provide in the list of student officers will be used for the following purposes:

- As a data base of eligible users of university facilities and resources.
- For liaison with the student officers 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 student officers 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 make to Student Development Services, City University of Hong Kong.

For official use:

Date received : _____ **Approved by** : _____ **SLAS Input Date** : _____

Remarks : _____