



## Application for Admission to 報讀課程名稱：

CIC Master Class in Safety Leadership Culture

SLCD

### Notes to Applicant 申請人注意：

- Please fill in the form in single language (unless requested otherwise). 請以單一文字填寫(特別註明除外)。
- Personal Information should correspond with that on your HKID Card. 填報之個人資料應與香港身份證相同。
- Please tick the appropriate box 請在適當空格填上✓號。
- Applications mail to Hong Kong Institute of Construction, School of Professional Development in Construction, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. 申請表郵寄往九龍觀塘駿業街 56 號中海日升中心 38 樓 香港建造學院 建造專業進修院校。
- Applicants are not required to pay the course fee when submitting the application form. HKIC will inform the successful applicant about the payment before the commencement of the course. (Paid course fee is not refundable) 申請人在遞交報名表時毋須繳付學費。本學院會於開課前聯絡獲取錄之申請人有關繳交學費事宜。(已繳交之學費，將不會獲退回)。

### Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫)

Name (Chinese)

姓名(中文): \_\_\_\_\_

Name (English)

姓名(英文): \_\_\_\_\_

(As shown on HKID or Passport 按香港身份證或護照所示)

Date of Birth

出生日期: \_\_\_\_\_年\_\_\_\_月\_\_\_\_日

Age

年齡: \_\_\_\_\_

Sex

性別: \_\_\_\_\_

HKID Card No.

身份證號碼: \_\_\_\_\_ ( )

Tel. No.(Day)

電話(日): \_\_\_\_\_

Mobile

手提電話: \_\_\_\_\_

Mailing Address

通訊地址: \_\_\_\_\_

Email Address

電郵地址: \_\_\_\_\_

Present Employer

現職公司 / 僱主名稱: \_\_\_\_\_

Position

職位: \_\_\_\_\_

### Education Level 教育程度

- Primary 小學  Secondary 中學  Tech. Inst. 工業學院  University / College 大學 / 專上學院  Professional / Others (Please provide the name of the affiliated institution) 專業 / 其他 (請提供所屬專業學會名稱)

### Related Qualifications 相關學歷：

- I hold a Bachelor's degree (or a qualification of equivalent standard) in construction and engineering related disciplines from a recognized institution; (Please provide supporting document);
- OR** I hold a membership of recognized professional institutions in the field of architecture, engineering and construction (Please provide supporting document).
- AND I have a minimum of 8 years relevant work experience in construction industry. \*Required**

### A minimum of 8 years of work experience in the construction industry (Must be filled in). 八年或以上業內工作經驗。(必須填寫)

Year 年份		Location of Work or Name of Employer 工作地點或僱主名稱	Position and Job Nature 職位及工作性質
From 由	To 至		

### Course Information Origin 課程資訊來源:

I learned of this programme from:

- Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) Website  
建造業議會 / 香港建造學院網站
- Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) Publication  
建造業議會 / 香港建造學院刊物
- Professional Association & Chamber of Commerce Publication / Website 學會及商會刊物 / 網站
- Hong Kong Construction Association 香港建造商會
- Hong Kong Federation of Electrical & Mechanical Contractors Limited 香港機電工程商聯會
- Hong Kong Institute of Architects 香港建築師學會
- Hong Kong Institution of Engineers 香港工程師學會
- Hong Kong Institute of Surveyors 香港測量師學會
- i-Club Newsletter i-Club 通訊
- Social Media Platforms 社交媒體  
 LinkedIn  Instagram  Facebook
- Employer Recommendation 僱主推薦
- Friend Recommendation 朋友推薦
- Career Expo / Job Fair 職業講座 / 招聘會
- Community Organisation 社區組織
- Others 其他  
please specify 請註明 \_\_\_\_\_

### 《 Personal Data Collection Statement 》 《 收集個人資料聲明 》

#### 1. Collection of Personal Data 個人資料的收集

1.1. Hong Kong Institute of Construction ("HKIC") is one of the member organizations of the Construction Industry Council (the "CIC"). The information you provide to HKIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC, including HKIC. The activity and the required personal data are detailed in the application form.

香港建造學院(學院)為建造業議會(議會)機構成員之一。你向學院提供的資料,包括《個人資料(私隱)條例》(第486章)中定義的任何個人資料,只會用於與議會(包括學院)活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。

1.2. Whether or not you provide your personal data to HKIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply HKIC with complete information as specified on the application form. Otherwise, HKIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.

你是否向學院提供個人資料純屬自願性質。然而,如果你提供資料的目的是為了作出某項申請,你便須向學院提供申請表格上所指明的資料。否則,學院可能無法處理或考慮你的申請。如果你未滿十八歲,在向我們提供你的個人資料前,應先徵詢你的父母或監護人。

1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Assistant Manager – Central Office (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via [enquiry@cic.hk](mailto:enquiry@cic.hk). As a member of the CIC, HKIC strictly follows the relevant policies of the CIC. For more information about our policies on privacy and personal data protection, you can access our Privacy Policy Statement at [https://www.cic.hk/eng/main/privacy\\_policy\\_statement](https://www.cic.hk/eng/main/privacy_policy_statement)

你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求,請致函 香港建造學院,助理經理—中央部門(查閱資料要求),地址為九龍觀塘駿業街56號中海日升中心38樓。如你對本聲明及有關做法有任何查詢,請致函上述地址或電郵至 [enquiry@cic.hk](mailto:enquiry@cic.hk)。學院作為議會成員,嚴格遵守議會的相關政策。如需要更多關於我們在私隱及保障個人資料政策的資料,請參閱我們的私隱政策 ([https://www.cic.hk/chi/main/privacy\\_policy\\_statement/](https://www.cic.hk/chi/main/privacy_policy_statement/))。

## 2. Purposes of Collection 收集的目的

Your personal data will be kept confidential and may be used by the CIC, including HKIC for the following purposes:

- Assessing your application for admission, including payment and refund/reimbursement whenever necessary;
- Responding to situations involving a risk of health or safety, including an emergency;
- All other purposes in connection with your studies and assessments;
- Arranging for career services;
- Managing alumni affairs;
- Facilitating communication with you;
- Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- Managing access to the CIC's premises and for security purposes;
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
- Handling complaints or enquiries;
- Performing analysis and conducting research and surveys;
- Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- Other purposes related or incidental to the conduct of the CIC's activities; and
- Any other purposes that you may consent to from time to time.

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- 評估你的入學申請（包括必要時安排付款和退款等）；
- 應對涉及健康或安全風險的情況，包括緊急情況；
- 所有與你於香港建造學院之學習及評核相關的所有其他目的；
- 安排就業服務；
- 管理畢業生事務；
- 利便與你的通訊；
- 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第 587 章）及《建造業工人註冊條例》（第 583 章）；
- 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
- 管理進出議會處所和保安目的；
- 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- 處理投訴或查詢；
  - 進行分析、研究和意見調查；
- 進行審計及合規審查，以確保適用的議會政策、程序、規則及法律獲得遵守；
- 與議會活動進行相關或附帶的其他目的；及
- 你不時同意的任何其他目的。

## 3. Disclosure and Transfer of Personal Data 個人資料的披露及轉移

3.1. We may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- Any or all of the CIC's affiliates and/or subsidiaries;
- Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
- Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
- Any party that owes a duty of confidentiality to the CIC.

3.1. 因應第 2 段所述目的，我們可能披露或轉移你的個人資料予第三方，包括但不限於以下：

- 任何或所有議會的關聯及/或附屬公司；
- 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；
- 議會的专业顧問，包括但不限於律師、會計師和審計師；或
- 對議會負有保密責任的任何一方。

3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

3.2. 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

## 4. Use of Personal Data Related to Direct Marketing 使用個人資料於直接促銷

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to our training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

Last updated on [20 Feb 2024]

為了告知你可能有興趣的議會活動及建造業發展狀況，議會希望使用你的個人資料，包括你的姓名、電話號碼、通訊地址和電郵地址，向你提供有關我們的培訓課程、工藝測試、註冊、活動及其他工作範疇和建造業發展的最新資訊。

你可自由決定是否願意接收此類信息。如果你選擇不接收有關信息，請勾選下面的方框。如果日後你希望更改有關選擇，可以透過書面形式通知我們。

本人不希望接收議會任何有關推廣活動或建造業的發展信息。

最後更新於 [2024 年 2 月 20 日]

### Declaration 聲明

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to apply for this course.

本人聲明本報名表內所載一切資料，依本人所知均屬真確，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。

2. I confirm that I have carefully read and understood the Personal Information Collection Statement.

本人已仔細閱讀並理解的收集個人資料聲明。

3. I consent that if registered, I will conform to the regulations of HKIC.

本人同意如本人註冊入學，當遵守香港建造學院之學生守則。

Signature of Applicant 申請人簽署

Date 日期

To be completed by the applicant for sending admittance notice. 此欄由申請人清楚填寫

Name 姓名：\_\_\_\_\_

Mailing Address 通訊地址：\_\_\_\_\_

\_\_\_\_\_