

**Grantham Scholarships Fund**  
**2021-22 “Grantham Scholars of the Year” Award**

**Notes about Personal Data**

**Purpose of completing the Form**

1. The personal data collected in the form will be used by the Grantham Scholarships Fund Secretariat (“the Secretariat”) for the following purposes:

- (a) activities relating to “Grantham Scholars of the Year” Awards assessment;
- (b) publicity and ceremonies relating to the “Grantham Scholars of the Year” Awards; and
- (c) communication between the Secretariat and the nominees / the schools.

The provision of personal data is entirely voluntary. However, if information provided is found insufficient, the Secretariat may not be able to process the nomination for the “Grantham Scholars of the Year” Award.

2. The names, photos, public examination results, extra-curricular activities and community service of the awardees may be published for the purposes mentioned in paragraph 1(b) above.

**Classes of Transferees**

3. The personal data provided in the form may be disclosed or transferred to subject officers of other Government bureaux and departments for the purposes mentioned in paragraph 1 above. Please state the sensitive personal data in the form that you do not like to be disclosed or transferred to Government bureaux and departments.

**Access to Personal Data**

4. Pursuant to sections 18 and 22 and Principle 6 of Schedule 1 of the Personnel Data (Privacy) Ordinance (Cap. 486), the nominee has the right to request to access to and correction of personal data held by the Secretariat. The nominee’s right of access includes the right to obtain a copy of the personal data collected in the form.

**Retention of Personal Data**

5. The nomination form will be generally retained for 7 years for audit purpose and the form will be destroyed thereafter.

**Enquiries**

6. Enquiries concerning the personal data collected in the form, including the access and corrections, should be addressed to :

Assistant Manager (Trust Funds)  
34/F, Wu Chung House  
213 Queen’s Road East, Wanchai  
Hong Kong.