

「校友大使」申請表格 “Alumni Ambassador” Application Form

個人資料 Personal Information (請以英文填寫 Please fill in the information in English)

英文姓名 Full Name in English (Prof/Dr/Mr/Mrs/Ms)	中文姓名 Name in Chinese
通訊地址 Correspondence Address	
電郵 Email	聯絡電話 Mobile Number
學系 Department	畢業年份 Year of Graduation
現任職位及機構名稱 Current Job Position and Organisation Name	
所屬校友會名稱 (如適用) Name of the alumni association that you belong to (If applicable)	

在3年任期內，本人願意履行以下任務 I am willing to take on the following responsibilities within the three-year term:

<input checked="" type="checkbox"/>	提供本人之聯絡資料予大學及接收大學的任何資訊 To provide my contact information to the University and receive any information from the University
<input checked="" type="checkbox"/>	適時向本人認識的校友通報母校的活動或最新資訊 To keep my classmates up-to-date about the activities and programmes organised by the University
<input checked="" type="checkbox"/>	協助大學舉辦校友活動 To assist the University in organising alumni activities
<input checked="" type="checkbox"/>	鼓勵校友回饋母校 To liaise with classmates and encourage giving to the alma mater
<input checked="" type="checkbox"/>	向大學發展及校友事務處提供校友動態 To provide updated alumni information to Office of Institutional Advancement and Alumni Affairs
<input checked="" type="checkbox"/>	本人可聯繫之校友的畢業年份及學系 _____ I am able to connect with classmates who graduated in _____(Year) _____(Department)

以往曾參加過的校友活動 Alumni activities that you joined before	申請成為「校友大使」之原因 Reasons for applying to be an Alumni Ambassador
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收集個人資料聲明 Personal Information Collection Statement

1. 透過此表格所收集的個人資料只作嶺南大學大學發展及校友事務處(本處)處理通訊/活動報名之用。2. 為完成上述目的，個人資料有可能被轉交予校內其他部門，以完成所需之行政程序。報名表格/聯絡資料更新表格將在活動完畢後6個月內被銷毀。3. 除法例要求，在未得到閣下同意前，除上述第二點所指之部門外，本處並不會將閣下的個人資料向第三方透露。4. 除另已說明，所有在此表格內填寫之個人資料是為上述目的而收集。如所提供之資料不完整或不正確，將導致閣下之活動報名或有關事宜被延遲處理或視作無效。5. 為了令閣下能與嶺南大學緊密聯繫，本處將透過不同溝通渠道，包括郵寄、電子郵件、電話或短訊，以發送大學資訊，包括大學最新的發展、校友活動、刊物、優惠及服務、募捐活動、開辦之課程等。6. 根據《個人資料(私隱)條例》，資料提供者有權要求查閱及更改其個人資料。如需查閱資料，請聯絡嶺南大學個人資料保障主任(電郵：DPO@LN.edu.hk)。如要更改/更新資料，請電郵至alumni@LN.edu.hk，以書面向本處提出。7. 如閣下不欲接收任何關於嶺南大學及校友的資訊，請提供閣下的姓名及畢業年份，並電郵至alumni@LN.edu.hk與本處聯絡。

1. The purpose of collecting personal data by means of this form is for communications/processing the activities' enrollment by the Office of Institutional Advancement and Alumni Affairs (OIAAA). 2. In order to serve the specified purpose(s), the personal data collected may be transferred to other internal department(s) of the University for administrative purpose(s). The enrollment/contact update forms will be destroyed within 6 months after the completion of the activity. 3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 2. 4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the processing of your enrollment or the matter will be delayed or void. 5. OIAAA will deliver information including news of the University, alumni activities, publications, benefits and services, giving initiatives, courses and programmes, etc. to you through different channels, such as direct mail, email, telephone, SMS as to facilitate you to stay connected with the University. 6. As a data subject, you have the right to request access and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact us at alumni@LN.edu.hk. 7. If you do not wish to receive any news/information of the University and alumni affairs, please notify us via email at alumni@LN.edu.hk together with your full name and year of graduation.

本人已細閱並同意以上細則。 I have read and agree to the above terms.

申請者簽署 Signature: _____

日期 Date: _____

大學發展及校友事務處 Office of Institutional Advancement and Alumni Affairs

電話 Tel: 2616 8957

傳真 Fax: 2466 3730

電郵 Email: alumni@LN.edu.hk

網址 Website: http://www.ln.edu.hk/oiaaa/alumni