

Personal Information Collection Statement (PICS)

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 Lex Omnibus Limited (“LexOmnibus”) during application for courses/seminars, (if application accepted) during course registration, throughout your attendance will be used by LexOmnibus for the following purposes:

During application for admission

- As basis for acceptance of application;
- Managing your application account and processing your application with LexOmnibus;
- Identifying possible multiple applications and obtaining records of your existing and previous attendance of courses/seminars at LexOmnibus;
- Verifying your identity, qualifications and professional records;
- Conducting statistical analysis, research, surveys, quality assurance and review;
- Facilitating communications between you and LexOmnibus;
- Other purposes directly relating to any of the above.

Upon acceptance of your application for any course/seminar of LexOmnibus, your personal data provided during application will become part of your official attendee records. In case your application is not accepted, your personal data provided during application will be disposed of according to the prevailing policy of LexOmnibus.

During attendance

- Processing your application for courses/seminars provided by LexOmnibus;
- Verifying attendee status, qualifications and professional records;
- Conducting statistical analysis, research, surveys, quality assurance and review;
- Facilitating communications between you and LexOmnibus;
- Other purposes directly relating to any of the above.

In case of application for courses/seminars jointly offered or collaborated by LexOmnibus and its partner institution(s), your personal data will be transferred to the partner institution(s) for the above purposes.

2. You are required to provide your personal data, other than those items indicated as optional. In the absence of your personal data, we may not be able to process your application for admission, provide you with the requested services or facilities or maintain contact with you.

3. Disclosure and Transfer of Personal Data

LexOmnibus will keep your personal data confidential and only authorized staff members of LexOmnibus will have access to and handle your personal data. LexOmnibus may disclose or transfer your personal data to the following parties within or outside Hong Kong solely for the purposes set out in paragraph 1 above.

- Agencies, service providers, and contractors engaged in services on behalf of LexOmnibus;
- Government authorities in Hong Kong or other places for verification of your attendance of any course/seminar provided by LexOmnibus.

LexOmnibus may disclose your personal data when authorized or required by law and in response to requests from law enforcement agencies, government departments or regulatory authorities.

4. Access and Correction of Personal Data

You have the right to request for access and correction of your personal data held by LexOmnibus. A fee may be imposed by LexOmnibus for processing your data access request.

During application for any course/seminar provided by LexOmnibus, any data access and correction request according to the Ordinance should be sent it to **enquiries@lexomnibus.com**.

5. Privacy Policy Statement

You may click http://lexomnibus.com/includes/form/Privacy_Policy.pdf for the Privacy Policy Statement of LexOmnibus.