



asian cultural council

亞洲文化協會 香港分會

REQUEST FOR CONFIDENTIAL RECOMMENDATION OF:

(Name of Applicant: LAST, First)

- The candidate identified above has given your name as a reference in connection with a fellowship application to the Asian Cultural Council. We would be most grateful if you could complete this form and return it by Wednesday December 1, 2021 to: applications@asianculturalcouncil.org.hk
- Please complete in English or Chinese. To facilitate application review, for responses in Chinese, please provide English translation.
- Please include the name of the applicant in the subject line of the email.

1. How long and in what capacity have you known the applicant?

2. Please provide your assessment of the candidate's qualifications, previous achievements, and potential contribution in his or her home country, together with your evaluation of the project proposal. Attach additional sheets if necessary.

Name: _____ Date: _____
Address: _____
Email: _____ Phone Number: _____

Personal Information Collection Statement

This Statement is made by Asian Cultural Council (HK) Foundation Limited (“ACC”) in accordance with the Personal Data (Privacy) Ordinance (Cap. 486 Laws of Hong Kong Special Administrative Region) (the “**Ordinance**”) which is intended to notify you the purpose(s) for which data about you is being collected, the possible usage(s) and transfer(s) thereof, and the details as to data access, correction and security. Please read this statement carefully before completing and submitting your application form to ACC for its annual fellowship program (the “**Fellowship Program**”).

1. Collection and Use of Data

- 1.1 For the purpose of consider your application for the Fellowship Program as well as following through the Fellowship Program with you if you are awarded the fellowship:-
- (a) It is necessary for us to collect and use recurrently subsequently and/or continuously and kept up-to-date on an ongoing basis data about you as our applicant.
 - (b) Data about you to be collected from you includes the data you provide to us from time to time for our provision of services to you as well as other data ACC may collect or generate in its course of providing the services to you.
 - (c) ACC will be permitted to use your personal details for promotional work, if your application is successful. Your personal information may also be used for ACC’s development and research purposes.

2. Disclosure and Transfer of Data Collected

- 2.1 Data about you collected and held by ACC will be kept confidential and will not be disclosed by ACC to any other third party in a form that will identify you individually save that for the purpose of the Fellowship Program, ACC may provide, disclose and transfer such data to:-
- (a) ACC’s head office in New York and other branch offices (each an “ACC Affiliate”);
 - (b) any person to whom ACC and/or an ACC Affiliate is compelled to make disclosure under the requirements of any applicable law;
 - (c) any person with your express or implied consent;
 - (d) the panel judges who have been requested by ACC and/or an ACC Affiliate to review and consider your application;
 - (e) any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to ACC and/or an ACC Affiliate;
 - (f) any other person under a duty of confidentiality to ACC and/or an ACC Affiliate;
 - (g) any person where the public interest or national security requires such disclosure; and
 - (h) if your application is successful, in various mediums, including but not limited to written publications and websites, provided that such disclosure is reasonably limited in nature.

3. Right of Access and Correction to Data Collected

3.1 Pursuant to and in accordance with the terms of the Ordinance (including any applicable guidelines and regulations thereof from time to time), you may:-

- (i). check whether ACC holds data about you and may request access to such data;
- (ii). request ACC to correct any data relating you which is inaccurate;
- (iii). Ascertain ACC's policies and practices in relation to data and to be informed of the kind of personal data held by ACC; and
- (iv). object to the use of data about you for any other additional business purposes than those as set out in 1.1 above as may be undertaken by ACC. ACC will not use data about you for these purposes if you choose to be opt-out and communicate your objection to that effect to ACC.

3.2 Nothing in this Statement shall limit your rights under the Ordinance.

3.3 Data collected from you will only be held by ACC for a period of 24 months.

4. Data Security

4.1 All data about you are stored on our server in Hong Kong and are accessible only to authorized employees and contractors of ACC, save to the extent such data transferred to other parties as mentioned above. ACC has also employed reasonable technology to ensure that data about you cannot be assessed by unauthorized persons.

5. Contact Person

5.1 For further information on our data policies, practice or access requests or data correction and related matters, you should address to:-

Asian Cultural Council Hong Kong
2001 Shiu Fung Hong Building, 239-241 Wing Lok Street, Hong Kong
Tel: (852)2895 0407
Fax: (852)2576 7206
E-mail: acc@acc.org.hk

This Personal Information Collection Statement is up-to-date as of September 1, 2015 and is subject to further update or modification. Please feel free to contact us for an updated version of this statement.