

Terms & Conditions - for enrolment with the Institute's events

1. All properly completed enrolment applications, with necessary payment tender for paid events, constitute offers, and will normally, but at the discretion of HKICS, be accepted on a first-come, first-served basis, subject always to the terms and conditions set out herein.
2. HKICS's confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.
3. HKICS reserves the right to change the presenter(s), date, time and venue. Any change of date, time and venue will be notified by email/SMS. HKICS will allow cancellation and refund requests made within 24 hours of notification in relation to the change of date only.
4. There may be photography, filming and sound recording. By participating in the relevant HKICS event, you consent to being photographed, filmed or otherwise recorded, and further consent to your images and recordings (which may include your images and sounds) being used by HKICS in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.
5. All copyright and other intellectual property rights in and to any photography, filming and sound recording at HKICS events are hereby expressly reserved. Specially, no unauthorised recording or video taking by any electronic or other means by you shall be permissible.
6. By participating in this HKICS event, you declare that you do not suffer from any infectious illness/disease that may be potentially passed on to other participants. HKICS reserves, at all time, in the interest of safety and/or the safety of the other participants whether by reason of risk of passing on infectious illness/disease or otherwise, to determine your continued participation in an event and the decision of HKICS will be final.
7. In case you suffer any disability, please make this known at the time of the application for the event, and HKICS will endeavour to make the necessary arrangements for access and/or accommodation of your disability, unless this will create unjustifiable hardship on HKICS whereupon refund will be made for any payments made.
8. In case your participation is required at an event, you may be asked to leave venue event immediately, if HKICS's staff, in good faith determines that you have been deliberately ignoring related requests/instructions, including from any trainer(s) for any training events.
9. For events conducted online (in the form of webinars), HKICS has made every effort to ensure that the quality of the internet connection is sufficient for media streaming. Attendees should ensure that they are in an area of stable internet connection with suitable bandwidth as this can affect user's experience.
10. If a typhoon signal No. 8 or above or a Black Rainstorm Signal is issued before the commencement of the event and remains hoisted at or after specified time as below, the event will be cancelled, and alternative arrangements will be made.

7.00 am	Morning session or whole-day session will be cancelled
12.00 noon	Afternoon session will be cancelled
2.00 pm	Evening session will be cancelled

The event will cease operations within two hours if a typhoon signal No. 8 or above or a Black Rainstorm Signal comes into force during the course of sessions. No refund or rescheduling shall be arranged if the event has already started.

11. For activities or seminars bearing CPD points:-
 - i. When attending a seminar, attendees should make sure that their attendance at the entire seminar is noted by signing in **and** signing out of the seminar. No CPD hours will be awarded without clear evidence of the signing in/out record.
 - ii. CPD hours will be deducted for late arrival at or early departure from the seminar according to the CPD policy, 0.5 CPD hours will be deducted for late arrival or early departure of over 10 to 30 minutes. 1 CPD hour will be deducted for late arrival or early departure of over 30 to 60 minutes. NO CPD hours will be awarded for late arrival or early departure of over 60 minutes.
12. Individual/Corporate Package holders (which only applicable to ECPD seminars) are allowed to deduct 3 and 5 regular seminar units for morning/afternoon and full day ACRU attendance respectively.
13. All terms and conditions are subject to change without prior notice. HKICS reserves the right to interpret the terms and conditions as stated herein.



Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) All information provided by you as a member/graduate/student to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, The Chartered Governance Institute and HKICS; marketing and provision of services and benefits; and organising activities for members, graduates and students.
- (iii) If you not a member/graduate/student, all information provided by you to HKICS will be used for communications; continuing professional development; surveys, analysis, research and development; promotion of the profession, The Chartered Governance Institute and HKICS; marketing and provision of services and benefits; and organising activities relating to the business of The Chartered Governance Institute and HKICS.
- (iv) The information provided by you herein may be made available to our related companies or associates, group or sister associations, agents, contractors, business associates or service providers, or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (v) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (vi) HKICS provides you with the choice of opting out from the receipt of marketing/promotional materials from HKICS. You can opt out or opt in at any time from receiving such materials by emailing unsubscribe@hkics.org.hk with your request.
- (vii) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.