

# PERSONAL DATA



For Official Use

Ref: ER /

To: Hong Kong Police College  
Hong Kong Police Force  
20/F Arsenal House, 1 Arsenal Street  
Wanchai  
HONG KONG

Attn: Superintendent Research Centre

Fax: 2200 4453

## External Application for Assistance in Academic Research

I would like to seek assistance from the Hong Kong Police Force ("HKPF") in the following academic research.

### Important Note

Application processing normally takes 40 working days after receiving the duly completed application form and full supplementary documents. You may be asked to provide additional information to facilitate the application. It is not possible to process your application if you fail to provide the information requested. A charge reflecting the costs incurred may be levied, in accordance with extant Force orders. Upon completion of the research, you must obtain confirmation from the HKPF that no sensitive, confidential or restricted information is contained therein.

This form is for external researchers seeking assistance from the HKPF to conduct surveys, interviews, focus groups or the like in the HKPF for academic purposes. Requests for information, which is readily accessible in existing records or publications held by the HKPF, should be made through application for access to information to the respective Major Formation Access to Information Officer.

### A. Personal Particulars

#### 1. Applicant

Name (English)		Name (Chinese)	

HKID / Passport no.		Issuing Authority	
Contact Phone no.		Email	
Postal Address			
Name of Research or Academic Institution			
Programme of Study or Position Held			
Academic Qualification			
Employment History			
Academic Publications			
2. Particulars of other Team Members			
<b>B. The Research Project</b>			
Research Title			
Keywords / Fields of Study (e.g. police management, cybercrime etc.)			
Objectives			
Methodology (e.g. sampling method, sample size and the targeted personnel. Please attach questionnaire, covering letter, interview outline, informed consent form, or any specific instruments to be used.)			
Research Schedule (Include the anticipated completion date.)			
Data/ Assistance Required from the HKPF			
Preparatory Work to date			

Anticipated Achievements of the Research

Funding or Research Grant

Adherence to Research Ethics

(Describe measures on, for example, data protection, anonymity, confidentiality and voluntary participation.)

### **C. Use of the Research Findings**

Please give details of the manner by which the results of this research will be reported and disseminated. If publication of research findings is intended, please provide specific information.

### **D. Other Information**

Please provide any other relevant information, not covered above, that will assist the processing of your application.

*Note: Use additional paper if necessary.*

## E. Undertaking

- (1) I/We, the undersigned, confirm that the information provided above is true and correct and agree that I/we shall notify the HKPF promptly regarding any change that occurs thereafter.
- (2) I/We understand that untrue statements made or any wilful concealment of relevant facts in the course of application and research shall lead to the immediate withdrawal of any permission given. Any information obtained will have to be destroyed immediately.
- (3) I/We also agree to abide by the following conditions.
  - (a) I/We shall abide by any conditions imposed by the HKPF, particularly with regard to the access and use of information and/or materials.
  - (b) I/We shall adhere to the highest research ethical standard in the field of study and comply with appropriate academic or institutional requirements pertaining to the conduct of the research, in particular with regard to anonymity, confidentiality and voluntary participation. The collection, holding, processing or use of personal data must be in accordance with the Data Protection Principles set out in Schedule One of the Personal Data (Privacy) Ordinance, Cap. 486, Laws of Hong Kong.
  - (c) All of the information obtained from the HKPF in the course of the research will be used solely for the academic research specified in this application form. The information will be treated as confidential and will not be divulged to any party outside the research.
  - (d) Upon completion of the research, I/we shall forward the research report to the HKPF for confirmation that no information graded as restricted, confidential or higher is contained therein. If any sensitive, confidential or restricted information is included, I/we agree to remove it, unless written approval is given to use it by the Commissioner of Police.
  - (e) Within one month after the research is finalized, I/we shall provide one e-copy\* of the research report and the abstract of which to the HKPF for uploading onto the Force Research Repository and/or the Force Library webpage for viewing and reference purposes. Print copies of the research report will be sent to the Major Formations concerned and to the Force Library for retention and use.
  - (f) I/We shall notify the HKPF three weeks prior to publicizing or releasing the research results publicly.
  - (g) The permission for this research application is valid for the time scale as specified. If an extension is required, I/we shall apply to the HKPF one month in advance of the expiry date.

\* An agreement to provide a copy is deemed to make the copy available for publication by the HKPF, where applicable, and for viewing under Section 22 of the Copyright Ordinance, Chapter 528, Laws of Hong Kong.

Signature of Applicant:		Signature(s) of other Team Member(s), if applicable:	
Name:		Name:	
HKID or Passport no:		HKID or Passport no:	
Date:		Date:	

### F. Supervisor or Faculty's Endorsement

This section is normally to be completed by the applicant's academic supervisor or the Dean of Faculty. In case where the research is work-related, this section should be completed by the applicant's work supervisor at manager grade or above.

Name:			
Position/ Department:			
Institution/ Organisation:			
Phone:		Email:	
Postal Address:			
Comments about the proposed research:			
Signature:		Date:	

## **G. Declaration of Collection of Personal Data**

Personal data collected will be used for the purpose of processing the application for permission to conduct academic research in the HKPF. It may be divulged to other parties in the HKPF for the same purpose. Please refer to our Data Privacy Policy at <http://www.info.gov.hk/police>. Any person who wishes to request access or make correction to the personal data provided can do so by writing to: Access to Information Officer, Hong Kong Police College, 20/F Arsenal House, 1 Arsenal Street, Wanchai, HONG KONG.