

Terms and Conditions – Annual Dinner 2022

1. All properly completed enrolment applications, with necessary payment tender for paid events, constitute offers, and will normally, but at the discretion of The Hong Kong Chartered Governance Institute (“HKCGI”), be accepted on a first-come, first-served basis, subject always to the terms and conditions set out herein.
2. HKCGI's confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.
3. If you do not receive an acknowledgement email within five working days after returning the reply slip, please contact Membership Section, Ms Vicky Lui at (852) 2830 6088 or email: member@hkcg.org.hk or Marketing Section, Ms Eva Cheung at (852) 2830 6019 or email: event@hkcg.org.hk.
4. HKCGI 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. HKCGI will allow cancellation and refund requests made within 24 hours of notification in relation to the change of date only.
5. There may be photography, filming and sound recording. By participating in the relevant HKCGI 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 HKCGI in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.
6. All copyright and other intellectual property rights in and to any photography, filming and sound recording at HKCGI events are hereby expressly reserved. Specially, no unauthorised recording or video taking by any electronic or other means by you shall be permissible.
7. By participating in this HKCGI event, all participants have to declare that they do not suffer from any infectious illness/disease that may be potentially passed on to other participants. HKCGI 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 HKCGI will be final.
8. In case participants suffer any disability, please make this known at the time of the application for the event, and HKCGI will endeavour to make the necessary arrangements for access and/or accommodation of your disability, unless this will create unjustifiable hardship on HKCGI whereupon refund will be made for any payments made.
9. In case participation is required at an event, participants may be asked to leave venue event immediately, if HKCGI's staff, in good faith determines that they have been deliberately ignoring related requests/instructions, including from any trainer(s) for any training events.
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 2.00pm, the event will be cancelled, and alternative arrangements will be made. 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. Upon provision of the guest list, replacement of participants may be arranged and must notify HKCGI at least **seven** working days in advance before the date of event.

12. Precautionary measures to prevent spread of COVID-19:

- Corporate Table Sponsor (i.e. your company) and all participants have to comply with the following measures:
- At least two-third of participants at the same table (i.e. 8 persons) must have completed the COVID-19 vaccination (i.e. 2 doses) on or before the date of Annual Dinner.
 - At the time of enrolment, Corporate Table Sponsor must ensure that at least two-third of the participants of each table fulfil the vaccination requirement and indicate the vaccination status of each of the participants in the guest list provided to HKCGI.
 - Individual participants can enrol and pay online. Upon receipt of successful payment, participants **must** complete an online declaration form attached in the acknowledgement email by a designated deadline to HKCGI for arrangement. Participants who fail to provide the required information will not be allowed to join the event. No refund/cancellation/substitution will be entertained.
 - All participants must use 'LeaveHomeSafe' mobile application and undergo temperature check upon arrival.
 - For participants who have completed the COVID-19 vaccination, they must present their complete vaccination records at the registration counter upon arrival. Participants who are not in possession of the necessary vaccination documents will not be able to enter the venue.
 - Participants must wear masks at all time except when eating or drinking.

13. All terms and conditions are subject to change without prior notice. HKCGI 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 The Hong Kong Chartered Governance Institute ("HKCGI") is on a voluntary basis. However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to you.
- (ii) The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively "the Rules") for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development ("CPD") programmes; research and/or analysis; members', graduates' and/or students' benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) 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.
- (v) HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to unsubscribe@hkcg.org.hk with your request.
- (vi) Under the Personal Data (Privacy) Ordinance ("PDPO"), 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@hkcg.org.hk.
- (vii) HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI's website, i.e. www.hkcg.org.hk.