



**Swire Scholarship  
tenable at University College, Oxford University**

**Personal Information Collection Statement**

John Swire & Sons (H.K.) Limited (“JS&SHK”) recognises the importance of data privacy and security and is committed to protecting your privacy. Set out below is information that explains our practices about the way personal data is collected and used.

**Purpose of Collection**

JS&SHK may use the personal data provided in this form for processing the scholarship application and any directly related purposes. JS&SHK may use such personal data:

- to review and consider the application in order to select award recipient(s);
- to verify your identity, qualifications, etc.;
- to communicate with you in relation to your scholarship application, e.g. confirm receipt of the application, gather more information regarding the application, send notifications regarding the application status;
- to conduct statistical analysis, research or survey; and
- for other business operations in connection with processing the scholarship application, administration, award payment and other directly related purposes.

Provision of personal data in this form is voluntary. However, failure to provide relevant information may render JS&SHK unable to process the application.

**Transfer of Personal Data**

JS&SHK may transfer the personal data collected to third parties, including:

- selection committee members;
- Swire Scholarship / The Swire Charitable Trust (the donor) and related Swire companies, including the parent company, John Swire & Sons Limited, subsidiaries and associated companies, located in or out of Hong Kong; and
- service providers (including cloud service providers, banks) engaged by JS&SHK, the donor or related Swire companies, to assist in executing the Scholarship and for any of the purposes stated above.

JS&SHK will disclose data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or regulatory authorities.

**Retention of Personal Data**

Subject to any statutory requirements, your personal data will be retained for periods required to meet the purposes of the collection of such data to meet operational, accounting, legal or other statutory requirements.

**Access and Correction of Personal Data**

You have a right to request access to, the correction and erasure of, your personal data in accordance with, where applicable, the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), and any other data protection law as applicable. Requests for access, correction and/or erasure of personal data, as well as withdrawal of consent, where applicable, should be sent by email to the Data Protection Officer of JS&SHK at [dpo@jsshk.com](mailto:dpo@jsshk.com).

**Privacy Statement**

You can find out more about JS&SHK's policies on privacy and personal data protection by accessing our privacy statement at <https://www.swire.com/en/global/privacy.php>.



**Privacy Notice – Supplement to Personal Information Collection Statement  
for Swire Scholarship tenable at University College, Oxford University**

This Privacy Notice supplements the Personal Information Collection Statement (PICS) and applies to you if and to the extent that the General Data Protection Regulation (GDPR) or Personal Information Protection Law (PIPL) are applicable and relevant. It is important that you read and understand this Privacy Notice together with the PICS and are aware of how your personal data will be handled.

**General Section**

**1 Introduction, purpose and scope**

- 1.1 John Swire & Sons (H.K.) Limited (“JS&SHK”) recognise the importance of data privacy and security and is committed to protecting your privacy. Set out below is information that explains our practices about the way your personal data is collected and used.
- 1.2 This notice applies to applicants who apply for the Swire Scholarship, tenable at University College, Oxford University (“the Swire Scholarship”) and relates to processing of personal data of them, including in the Hong Kong Special Administrative Region of the People’s Republic of China (Hong Kong), the People’s Republic of China (PRC) and the United Kingdom (UK).
- 1.3 We aim to protect their personal data to the highest standards. We, in turn, are committed to protecting that personal data.
- 1.4 This notice sets out the key principles regarding how the personal data of our applicants for the Swire Scholarship will be managed.
- 1.5 Appendix A will apply if you reside in any of the European Union, Iceland, Liechtenstein or Norway (EEA) or UK whilst Appendix B will apply if you reside in PRC. To the extent that there is any conflict between the General Section of this notice, Appendix A and B, the standard which affords a higher level of protection to personal data will apply.

**2 Personal data we may collect and process**

- 2.1 JS&SHK may collect, hold and process personal data of applicants including the following:
  - (a) Personal details ► including name, title, Right of Abode in HKSAR;
  - (b) Contact information ► including mobile, personal or business email address, correspondence address, permanent address;
  - (c) Academic achievements ► including education records, public examinations results, scholarships/prizes received;
  - (d) Other achievements ► including extra-curricular activities, prizes received;
  - (e) Personal plans ► including proposed course of study, proposed future occupation; and
  - (f) Others ► including personal references, contact information of referees.

- 2.2 For the purpose stated under [point 3.1](#), we may collect and process your personal data, including information provided by a third party (i.e. personal references about you and your principal's recommendation).

### **3 How we use your personal data**

- 3.1 The personal data will be used for processing your Swire Scholarship application and any directly related purposes. JS&SHK may use such personal data:
- (a) to review and consider your application in order to select award recipient(s) from the pool of applications;
  - (b) to verify your identity, qualifications etc. to validate your eligibility for the Swire Scholarship;
  - (c) to communicate with you in relation to your scholarship application, e.g. confirm receipt of the application, gather more information regarding the application, send notifications regarding the application status, to facilitate a smooth selection and administration process;
  - (d) to conduct statistical analysis, research or survey to enable evaluation and improvement of the Swire Scholarship programme; and
  - (e) for other business operations in connection with processing the Swire Scholarship application, administration, award payment and other directly related purposes.
- 3.2 It is voluntary for you to supply the personal data required on the application form. However, JS&SHK may not process your application if you fail to supply any of the data required.

### **4 Who we transfer your personal data to**

- 4.1 In addition to the disclosures we have identified above, we may disclose your personal data for the purposes set out in point 3.1 to the following types of entities or third parties:
- (a) Selection committee members of the Swire Scholarship;
  - (b) Swire Scholarship / The Swire Charitable Trust (the donor) and related Swire companies, including the parent company, John Swire & Sons Limited, subsidiaries and associated companies, located in or out of Hong Kong;
  - (c) service providers (including cloud service providers, banks) engaged by JS&SHK, the donor or related Swire companies, to assist in executing the Swire Scholarship and for any of the purposes stated in point 3.1; and
  - (d) Government or law enforcement or regulatory authority or administrative body to whom we are required or requested to disclose or transfer data.
- 4.2 When personal data are disclosed with third-parties, appropriate safeguards shall be implemented to ensure that the data will be processed legitimately and protected appropriately.

### **5 Sending your personal data overseas**

- 5.1 For the purpose of your application for the Swire Scholarship, your personal data may be transferred to UK. If the level of data protection in UK is lower than in the country in which you are located, we will ensure that the transfer of such data from the country in which it was collected is done in such a way so as to ensure that an appropriate level of protection is given to the personal data.

## 6 Protection of your personal data

- 6.1 We will take all steps reasonably necessary to ensure that there are appropriate security measures in place to safeguard your personal data in accordance with the requirements of data protection legislation and ensure that we keep your personal data secure, accurate and up to date. For more information on how we protect your personal data, please visit our Personal Data Policy at <https://www.swire.com/en/global/privacy.php>.

## 7 Storage and usage limits

- 7.1 We will retain your personal data collected for the duration required to fulfil the original purpose of collection and based on relevant laws. Records that are no longer needed are either irreversibly anonymised (and the anonymised information may be retained) or securely destroyed. Please note that these periods may be extended where reasonably necessary (for example where we are required to do so by law or by a regulator, for example, "litigation hold"). We restrict access to your personal data to those persons who need to use it for the relevant purpose(s).

## 8 What are your rights

- 8.1 Under the Personal Data (Privacy) Ordinance in Hong Kong, you have the rights to:
- (a) Access your personal data held by us; and
  - (b) Correct your personal data held by us.
- 8.2 To the extent permitted by relevant laws and regulations, we reserve the right to refuse unreasonable requests (for example, requests which infringe the privacy of others). To the extent permitted by relevant laws and regulations, we reserve the right to charge a reasonable fee for the cost of processing any request set out in point 8.1(a) of this notice, and any other data subject rights you may be entitled to.
- 8.3 Appendix A will apply if you reside in any of the European Union, Iceland, Liechtenstein or Norway (**EEA**) or UK.
- 8.4 Appendix B will apply if you reside in **PRC**.

## 9 Your contact for any queries

- 9.1 We have a designated Contact Point, the Data Protection Officer of JS&SHK, who should be contacted if you have any queries regarding the operation of this notice or want to exercise any of your data subject rights. Below is the contact information of our Data Protection Officer:

E-mail	<a href="mailto:dpo@jsshk.com">dpo@jsshk.com</a>
Address	Staff Department, John Swire & Sons (H.K.) Limited, 5/F One Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong SAR

## **10 Contacting the relevant regulator**

- 10.1 If you have any dissatisfaction with our treatment of your personal data or our response to any attempt to exercise your rights as listed above, you have the right to complain to the data protection authority within the territory in which you are located. For example (i) in UK, this is the Information Commissioner's Office (ICO) <https://ico.org.uk> (ii) in PRC, this is the local Communication Bureau, and (iii) in Hong Kong, this is the Privacy Commissioner for Personal Data <https://www.pcpd.org.hk>.

You are free to withdraw your consent at any time by making use of the above contact information to contact our Data Protection Officer. However, where you do so we may not be able to provide a service that requires the use of such data.

## **Appendix A: Europe Appendix**

### **1 Summary of your rights as Data Subjects under data protection law of the European Union**

- 1.1 If you reside in any of the European Union, Iceland, Liechtenstein or Norway (“**EEA**”) or the United Kingdom, you have the following rights in relation to your personal data:
- (a) **Subject Access:** You have a right to be provided with access to any data held about you by us, generally within 1 month of your request.
  - (b) **Rectification:** You can ask us to have inaccurate personal data amended.
  - (c) **Erasure:** You can ask us to erase personal data in certain circumstances and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.
  - (d) **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which we can (and do) use to justify the processing your personal data.
  - (e) **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
  - (f) **Portability:** You can ask us to transmit the personal data that you have provided to us and we still hold about you to a third party electronically.
  - (g) **Raise a complaint:** You can raise a complaint about our processing with the data protection regulator in your jurisdiction. In UK, this is the Information Commissioner's Office.
  - (h) **Prevent processing:** You can require us to stop any processing based on the legitimate interests ground unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights.
- 1.2 Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise them in all situations. In addition, these will vary slightly between EU member states. If you wish to exercise any of these rights we will endeavour to respond to your request within a reasonable timescale.

## **Appendix B: Mainland China Appendix**

### **1 Summary of your rights as Data Subjects under the data protection law of the People's Republic of China (PRC)**

- 1.1 If you reside in **PRC**, you have the following rights in relation to your personal data:
- (a) **Subject Access:** You have a right to be provided with access to any data held about you by us, generally within 1 month of your request.
  - (b) **Rectification:** You can ask us to have inaccurate personal data amended.
  - (c) **Erasure:** You can ask us to erase personal data in certain circumstances and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.
  - (d) **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which we can (and do) use to justify the processing your personal data.
  - (e) **Restriction:** You can require certain Personal Data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
  - (f) **Portability:** You can ask us to transmit the personal data that you have provided to us and we still hold about you to a third party electronically.
  - (g) **Restrict automated decision making using the personal data:** You can choose not to be subjected to a decision based solely on automated processing, such as profiling.
  - (h) **Prevent processing:** You can require us to stop any processing based on the legitimate interests ground unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights.
  - (i) **Opt-out from any Personalized Content:** You can choose opt-out from any personalized content or services that we may provide.
- 1.2 Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise them in all situations. If you wish to exercise any of these rights we will endeavour to respond to your request within a reasonable timescale.



## **Swire Scholarship tenable at University College, Oxford University**

The Swire Scholarship is offering a scholarship for undergraduate students tenable at University College, Oxford under the following conditions:

1. The Scholarship is known as Swire Scholarship and will be awarded annually on a competitive basis.
2. The Scholarship will be tenable for the full duration of the successful applicant's three-year or four-year undergraduate course (depending on the length of the relevant programme of study), subject to satisfactory progress.
3. The award covers the scholar's course fee, plus a maintenance grant (£15,096 per annum at current level). In addition, economy class air fares between The Hong Kong SAR ("HK") and London will be provided to the scholars at the beginning and the end of the period of tenure. It is expected that the scholars will reside in Oxford throughout each academic year, except for short periods of fieldwork which may involve study in another country.
4. Eligibility for the Scholarship is restricted to permanent residents of HK who have completed the majority of their formal education in HK. Applicants must have the intention of returning to HK after their studies to pursue a career in business, government or in a recognised profession. The successful candidate for the 2023 Scholarship must be in receipt of a conditional or unconditional offer of a place at University College, Oxford, made by the College during the 2022-23 admissions round, for three-year or four-year undergraduate study commencing in October 2023.

Please check for information on course pre-requisites at Oxford's website [www.ox.ac.uk/study](http://www.ox.ac.uk/study). Details of the application procedure for undergraduate admissions and relevant diary dates are available on the same website and must be strictly adhered to.

5. In any year where no candidate is judged to be of sufficient merit, no award will be made.
6. An award recipient cannot hold concurrently a Swire Scholarship with any other scholarship.





## Swire Scholarship tenable at University College, Oxford University for 2023

### INSTRUCTIONS:

1. Please complete and return this form in PDF fillable format. Other format is NOT acceptable.
2. Please complete all sections fully and accurately as incomplete or incorrect information provided may lead to subsequent disqualification of the application or withdrawal of the scholarship awarded.
3. All reference letters should be sent directly, before the closing date, from the referees to Swire Scholarships, Staff Department, John Swire & Sons (H.K.) Limited, 5/F, One Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong SAR.
4. The last section, "Principal's Recommendation", is to be completed by the principal of the school the applicant is attending currently. The applicant should complete all sections of the application form except the "Principal's Recommendation" and forward the form together with scanned copies of (a) academic reports for the recent two years and (b) public examinations results to the principal. Do NOT save the scanned documents to the PDF application form.
5. The principal should complete the "Principal's Recommendation" and email the completed form and the scanned documents to [swirescholarships@jsshk.com](mailto:swirescholarships@jsshk.com).

### A. COURSE OF STUDY AT UNIVERSITY COLLEGE

Degree	
Subject or field of study	
Particular area, if applicable, to specialize in	
Duration of the course	<input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 5 years <input type="checkbox"/> 6 years

### B. APPLICANT'S PARTICULARS

Are you a permanent resident of HKSAR, i.e. a Permanent HKID Card holder who has Right of Abode in HKSAR? (Please refer to <a href="https://www.immd.gov.hk/eng/services/right-of-abode-in-hksar.html">https://www.immd.gov.hk/eng/services/right-of-abode-in-hksar.html</a> for information.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Full Name in English (as on HKID card)		
Full Name in Chinese (as on HKID card)		
Mobile		
Email		
Correspondence Address		
Address of Permanent Residence (if different from correspondence address)		
Proposed Future Occupation in HKSAR		

**Schools Attended (in chronological order)**

School	From		To		Location / Country (If out of HKSAR)	Highest Form Attained
	(YYYY)	(MM)	(YYYY)	(MM)		

**Public Examinations, e.g. HKDSE, GCE, IBDP, IELTS, TOEFL, etc.**

Examination	Date		Subject	Grade Obtained
	(YYYY)	(MM)		

**Extra-Curricular Activities, e.g. societies, clubs, positions held, prizes received, etc.**

Activity	From		To		Details
	(YYYY)	(MM)	(YYYY)	(MM)	

**Scholarships or Academic Distinctions/Prizes Received**

Type	From		To		Amount	Granted By & Other Details
	(YYYY)	(MM)	(YYYY)	(MM)		

**C. Outline, in not more than 200 words, your concept of life at University College, Oxford.**

**D. REFEREES**

Name three persons to whom confidential reference about you may be made. Two of them, at least, should be persons under whom you have studied, and of which one of these must be from the school you are attending now. All reference letters should be sent directly from the referees to Swire Scholarships, Staff Department, John Swire & Sons (H.K.) Limited, 5/F, One Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong SAR.

(1)Name:	Position:
Email:	Telephone:
Address:	
(2)Name:	Position:
Email:	Telephone:
Address:	
(3)Name:	Position:
Email:	Telephone:
Address:	

**E. DECLARATION BY THE APPLICANT**

I declare that I am a Permanent HKID Card holder and that all information provided on this application form are, to the best of my belief, true, complete and correct.

I have read, understood and agreed to the Personal Information Collection Statement and the Privacy Notice. I understand that the data I provided will be kept confidential and can be used for the purposes as set out in the Personal Information Collection Statement or if applicable, the Privacy Notice.

I have read the details of the Swire Scholarship and Instructions on the application form and agree to observe the conditions of the award.

Date: ..... Name: ..... Signature: .....

**F. PRINCIPAL'S RECOMMENDATION**

(To be completed by the principal of the school the applicant is attending currently.)

Date: ..... Position/School: ..... Name: .....

Email: ..... Telephone: ..... Signature: .....