

Public Tours Registration Form (Individuals and Groups)
公眾導賞團申請表格 (個人及團體)

A. Applicant's Information 申請人資料

Name of Organization (for groups) 機構名稱 (團體適用)	Nature of Business (for groups) 業務性質(團體適用)

Address (for groups) 機構地址 (團體適用)	

Contact person / Applicant 聯絡人/申請人	Contact person Position (for group) 聯絡人職位 (團體適用)
(Eng) _____	_____
(中文) _____	_____
Contact Tel. No. 聯絡電話號碼	Office phone no. (for group) 辦公室電話(團體適用)
_____	_____
Email Address 電郵地址	_____

B. Tour Schedule 導賞團時間表

Mon/ Wed/ Fri 星期一、三、五	Tue/ Thur 星期二、四	Third Sat of each month 每個月的第三個星期六
10:30 a.m. (Tour in English) 上午十時三十分 (英語)	10:30 a.m. (Tour in Cantonese) 上午十時三十分(粵語)	10:30 a.m. (Tour in English) 上午十時三十分 (英語)
3:30 p.m. (Tour in Cantonese) 下午三時三十分 (粵語)	3:30 p.m. (Tour in English) 下午三時三十分(英語)	12:30 (Tour in Cantonese) 下午十二時三十分 (粵語)

Please refer to the schedule provided above and complete the table. You are welcome to provide one to three preferences.

請根據導賞團時間表提供一至三個參觀時間選擇。

Date 日期	Timeslot 時間	No. of Attendee 參觀人數
Option 1 選擇一		
Option 2 選擇二		
Option 3 選擇三		

^Appointment can be made as early as three months in advance and two weeks at the latest prior to the scheduled date of visit for groups; and three months at the earliest and three working days prior for individuals.
 ^所有團體導賞團可於參觀日前兩星期至三個月內預約，個人導賞團可於參觀日前三個工作天至兩星期內預約。

Please specify any special needs or requests
 如導賞期間需特別協助，請列明 _____

Please refer to general information for visitors, Terms, Conditions and Policies for additional booking details. By scheduling a tour, you agree to abide by this site's Terms, Conditions and Policies, and Privacy/Terms of Use.
 請細閱條款細節及政策，以及其他有關預約的條文。如閣下提交申請表登記預約導賞團，即代表閣下同意並遵守導賞團之申請及參觀守則，以及有關私隱的政策。

Please submit this to heritagetour@scad.edu or fax to +852.2253.8065. Your application will be handled at our earliest convenience. For inquiry, please call +852.2253.8022.

填寫後請將此表格以電郵送往 heritagetour@scad.edu 或傳真至+852.2253.8065，我們會盡快處理閣下之申請。如有查詢，請致電+852.2253.8022

I do not authorize SCAD Hong Kong to use the above information provided for other future activities.
本人不授權予 SCAD 香港就上述提供的聯絡資料，用作日後相關活動。

I/We have read and agreed to the Terms, Conditions and Policies, and Privacy/Terms of Use, and follow the Rules and Regulations of the SCAD Hong Kong. I accept and have made the persons accompanying me aware that we visit the Facilities at our own risk. I and the persons who accompany me will be responsible for and will make good any loss or damage we cause.

本人已細閱及同意條款及條件及私隱條例，並於參觀時遵守 SCAD 香港的規則。本人及同行人士將於到訪期間完全負責自身安危。若在參觀大學期間引致大學蒙受任何財物遺失或損壞，本人/本機構同意負責賠償。

General information for visitors and Terms, Conditions and Policies

Booking arrangement

- Pre-registration is required for all guided tours.
- Applications for a tour can be made as early as three months or as late as three business days prior to the date of the proposed visit.
- For group visits, applications can be made as early as three months and as late as two weeks prior to the date of the proposed visit.
- Group tours will be arranged for schools and charitable institutions; however applications for commercial tour groups will not be accepted.
- Applicants will receive an email, or phone call if no email address is provided, acknowledging application receipt within 48 hours. This is not a tour confirmation.
- Applicants who have not received an email/phone confirmation seven business days after the application acknowledgement, should contact SCAD Hong Kong on (852) 2253 8022.
- Please refer to general information for visitors and Terms, Conditions and Policies for additional booking details.
- By scheduling a tour, you agree to abide by this tour's Terms, Conditions and Policies, and Privacy/Terms of Use.

General information for visitors

On the day of the tour

- Check-in with SCAD Hong Kong security upon arrival. Members of the general public should provide the email confirmation and valid identity proof for verification. Refer to the Privacy Policy for details.
- Organizers of group tours will receive specific instructions for check-in on the day of the tour.

Additional tour information

- Tours of SCAD Hong Kong are open to visitors with disabilities. Visitors with special needs should contact the tour office in advance to ensure additional assistance is available the day of the tour.
- There is no cloakroom provided. Participants are responsible on for their personal belongings during the tour. SCAD Hong Kong does not take any responsibility for loss of personal belongings.
- There is no parking provided for tour visitors and groups.
- ??A waiting area will be available 15 minutes prior to the start of the tour.

Cancelations

- Please email heritagetour@scad.edu or call the hotline on (852) 2253 8022 to cancel/reschedule a booked tour.
- In the event of inclement weather, all scheduled guided tours on a given day will be canceled without further notice if Typhoon Signal pre-No.3/No.3 or above is hoisted, or the Red or Black Rainstorm Warning is issued by The Hong Kong Observatory. Please email heritagetour@scad.edu or call the hotline on (852) 2253 8022 to reschedule the tour.

Terms, Conditions and Policies

General policies

- All visitors should present valid identity proof for registration and verification.
- Visits and tours take place while classes are in session, so all visitors must refrain from disrupting students. Visitors should speak quietly and restrict their use of mobile devices.
- Visitors must not touch artwork or displays. Any damage to the exhibits should be reported immediately to the staff conducting the tour. No Eating, smoking and drinking are allowed inside the building.

- Visitors may not photograph or video students, student work, classroom operations or the libraries without permission. As camera flashes can damage artwork, please do not use flash photography in the building.
- Notify the SCAD tour guide immediately in the event of an accident or emergency.
- SCAD Hong Kong reserves the right to remove any visitor who does not abide by these rules.

Tour policies

- Each tour is capped at a maximum of 15 visitors. SCAD Hong Kong reserves the right to reschedule or cancel a tour if the number in the group exceeds this limit.
- Successfully registered tour participants will be notified by SCAD Hong Kong by email seven business days after the application acknowledgment. Tour applicants who have not received a confirmation seven business days after the application acknowledgment should call SCAD Hong Kong on (852) 2253-8022.
- Bookings for tours are on a first-come, first-served basis.
- All visitors should present the official SCAD Hong Kong confirmation letter and valid identity proof upon arrival. After verification, visitors can proceed on the tour.
- Visitors are encouraged to be punctual. SCAD Hong Kong reserves the right to start the tour without the latecomers or alter the route if visitors arrive 15 minutes or more later than the scheduled tour departure time.
- Visitors should wear the visitor labels prominently during tours. Visitors should always stay with the group / the tour guide and should not wander around the building. Leaders of group visitors should maintain the order of their group.
- Approval of the tour applications is subject to SCAD Hong Kong's final decision.
- The above rules are subject to review and may be changed when and as required.

Privacy/Terms of Use

We take individual privacy very seriously and the statement below explains our policy and practices. We respect your privacy and promise to:

- Implement computer, physical and procedural safeguards to protect the security and confidentiality of the personal data we collect
- Limit the personal data collected to the minimum required to provide better service
- Permit only professionally trained employees to access personal data

Information collection:

In order to register for a SCAD Hong Kong Heritage Tour, we will need to collect personal information from you. If specific information is requested but not provided, we may be unable to process your application. Personal data provided will be destroyed within 30 days of the completion of your tour visit. In accordance with the Hong Kong Personal Data (Privacy)(Amendment) Ordinance of 2012, SCAD will never disclosed your personal data to third parties without prior consent.

Security of your personal information

We cannot guarantee the security of any personal information you disclose online. You accept the security implications of using the Internet and will not hold SCAD Hong Kong responsible for any breach of security unless we have been negligent and then only within the limits set out in the Terms of Use.

Use of information

The information we collect may be used to process applications.

Security

Personal data stored electronically is password protected and encryption technology is used in our secure Web areas. Our computer systems are placed in restricted areas and only authorized employees are permitted to access personal data. These employees are trained on our privacy policies.

Our privacy policies do not apply to other websites. Please refer to the privacy policies of other websites when using them.

Your consent and rights

By using our service, registering or visiting the website, you consent to the collection and use of your information and other activities as outlined in this statement.

Under the Hong Kong Personal Data (Privacy) Ordinance, individuals have the right to:

- Check whether we hold personal data about you and to access such data
- Require us to correct inaccurate data
- Ascertain our policies and practices in relation to personal data and the kind of personal data held by us

Privacy policy changes

We may amend the privacy policy in the future. If you have concerns about this privacy policy you may contact us at (852) 2253 8022.

This privacy policy is effective as of May 2013.

條款細節及政策

預約安排

- 所有導賞團均須預約。
- 個人訪客可於參觀前三天至三個月內預約。
- 團體可於參觀前兩星期至三個月內預約。
- 公眾可透過網站預約導賞團，或把已填妥的參加表格電郵至 heritagetour@scad.edu 或傳真至(852) 2253 8065。
- 申請者會在 48 小時內收到電郵或電話(如沒有提供電郵)申請確認，但這並非導賞團的確認書。
- 申請者若在收到確認電郵/電話七個工作天後，仍未收到導賞團確認書，請致電(852) 2253 8022 與 SCAD 香港聯絡。
- 請細閱參觀條款和細則，以及其他有關預約的條文。
- 當您登記預約導賞團，即表示同意導賞團的條款以及有關私隱的政策。

參觀者須知

參觀當日

- 公眾人士到達 SCAD 香港後，請先向保安員登記，並出示電郵確認書及有效身份證明文件，詳情請參閱私隱政策條文。
- 團體負責人會在確認導賞團後收到參觀當天的安排。

其他參觀資訊

- 導賞團歡迎傷健人士參加。如參觀團體包括傷健人士，請預先與我們聯絡以便作出相應安排。
- 本大學／大廈不設衣帽間。在導賞團進行期間，參觀人士應自行看管個人物品，個人物品如有遺失，SCAD 香港概不負責。
- 本大學／大廈不設泊車位予公眾或團體訪客。
- 參加者可於導賞團開始前十五分鐘在指定地區等候。

取消

- 若須取消/更改已登記的導賞團。請電郵至 heritagetour@scad.edu 或致電熱線電話：(852) 2253 8022。
- 若香港天文台發出颱風訊號三號或以上、紅色或黑色暴雨警告訊號，所有導賞團均自動取消而不作另行通知，參加者可電郵 heritagetour@scad.edu 或致電熱線電話：(852) 2253 8022 更改時間。

條款細節及政策

一般政策

- 所有訪客必須出示有效的身份證明文件作登記和核實用途。
- 參觀途中正值上課時間，訪客請盡量降低聲量及避免使用手提電話，以免影響課堂進行。
- 請勿觸摸任何展品。
- 請勿在大樓內飲食或吸煙。
- 未經許可下，訪客請勿拍攝或錄影任何學生、學生作品、課堂情況或圖書館。由於閃光燈會對藝術品造成損害，在任何情況下均不能使用。
- 參觀途中若遇上緊急或意外事故，請立即通知導賞員。
- SCAD 香港有權要求違反上述條款的訪客離開學校範圍。

導賞團政策

- 每導賞團人數最多 15 人，若參加人數太多，SCAD 香港有權取消或重新安排時間。
- 成功登記的參觀人士會在收到申請確認書後 7 個工作天內，收到導賞團確認書。如 7 個工作日後仍未收到導賞團確認書，請致電(852) 2253 8022 與 SCAD 香港聯絡。
- 導賞團名額有限，先到先得。
- 所有參觀人士抵達後需出示 SCAD 香港的確認書及有效身份證明文件核實身份。
- 參觀人士敬請準時出席，若遲到逾十五分鐘，SCAD 香港有權開始導賞團行程，或更改參觀路線。
- 訪客在參觀期間需配貼上訪客標貼。參與人士應與導賞團同行，不應四處徘徊。團體訪客的領隊應維持其團體的秩序。
- SCAD 香港保留導賞團申請的最終決定權。
- 如有需要以上規例會予以檢討及作出修改。

私隱及使用條款

我們非常重視個人私隱，請細讀以下私隱政策的內容：

我們尊重你的私隱，並承諾：

有一套電子化、實地及程序化的保安措施以保護收集得來的個人資料。

採集最基本所需的個人資料，以提供更佳服務。

只有受過專業培訓的員工才可接觸你的個人資料。

資料收集

我們需要收集你的個人資料，以辦理登記 SCAD 香港導賞團。如閣下未能提供所需資料，申請將無法完成。所有個人資料將會在導賞團完畢後三十天內銷毀。根據《個人資料(私隱)條例》2012 年修訂條例，SCAD 香港在未獲得你的同意下，並不會向第三者透露你的個人資料。

個人資料的安全性

我們不能保障你在網上披露的個人資料之安全性，你已接受使用互聯網的安全條款，SCAD 香港不會負責任何違反安全使用的行為，除非在列明的使用守則內，我們証實有疏忽情況。

個人資料的使用

搜集的資料會用作申請處理。

安全性

所有個人資料均儲存於安全的電腦系統內，並有密碼及加密功能確保安全。只有獲授權員工才能進入及接觸電腦系統，他們都受過與私隱政策有關的培訓。

我們的私隱政策並不適用於其他網站，當你使用其他網站時，請參閱他們的私隱政策。

你的同意及權利

通過使用我們的服務、登記或瀏覽網站，你已同意我們對你個人資料的收集及使用，以及其他在此聲明中包括的活動。

根據香港個人資料私隱條例，公眾有以下權利：

查問我們是否有保存你的個人資料，並可查閱這些資料。

要求我們更改不正確的資料。

查詢我們對個人資料的政策及做法，以及我們保留了的個人資料類別。

私隱政策的修訂

我們可能會修訂私隱政策，如有任何疑問，歡迎致電(852) 2253 8022。

此私隱政策在 2013 年 5 月生效。