

Hong Kong Construction Industry Trade Testing Centre Facility Rental Brochure

Version 3.0 (January 2024)

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§ 1 – Introduction

1.1. As one of the entities of the Construction Industry Council (CIC), the Hong Kong Construction Industry Trade Testing Centre ('HKCITTC' hereafter), since the 1990s, undertakes the responsibilities of supporting the construction industry of Hong Kong by means of,

- Providing independent and credible trade testing services;
- Establishing skill standards and competency levels for the construction industry;
- Conducting trade skill assessment and awarding certificates of competence to skilled workers; and
- Offering recognised qualifications to skilled workers and enhancing skilled workers' status.

Locating at 95 Yue Kwong Road, Aberdeen in HONG KONG, the principle unit of the HKCITTC comprising series of workshops, classrooms, meeting rooms and multi-function rooms, service centre and other infrastructures. Certain facilities are open to public and industry for trade skill and trade tests promoting activities, subject to the terms and conditions laid down in this document.

1.2. This brochure sets out the details of the facilities that are available to the public by way of short term rental as well as the terms and conditions upon which such use will be granted.

1.3. Enquiries may be addressed to:

**The Hong Kong Construction Industry
Trade Testing Centre**
95 Yue Kwong Road, Aberdeen, Hong Kong

Tel: 2100 9000
Fax: 2100 9090
Email: hkcittc@cic.hk

§ 2 – Facilities

2.1. Below listed facilities within the premises of the HKCITTC are available for rental in normal operation days*. (*Monday to Friday; Saturday, Sunday and Public Holidays will be opened on a needed basis at discretion of the HKCITTC.)

- Four classrooms on L5e/f
- Craftsmanship Space on L5e/f
- Multi-purpose area in proximity to the Service Centre on L5e/f
- Innovative Zone on L7a/f
- Community Spot on L7a/F
- Open area in proximity to Carpark
- Workshops

For details about each available facilities, please refer to Section 2.3 of this document.

2.2. Three time slots, as follows, are available for rental:

Sessions	Time
Morning Session	09:00 – 12:30
Afternoon Session	14:00 – 17:30
Evening Session	18:00 – 21:00 (on a need basis)

Above listed hour is inclusive of time required for move-in, event setup, dismantling, reinstatement and move-out.

2.3. Specifications of venues (refer to Section 2.1)

2.3.1. Classrooms 511-514, Craftsmanship Space, Multi-purpose Area on L5e/F, Innovative Zone and Community Spot

Capacity Chart	Room 511 on L5e/F	Room 512 on L5e/F	Room 513 on L5e/F	Room 514 on L5e/F	Craftsmanship Space on L5e/F	Multi-purpose Area in Proximity to the Service Centre on L5e/F	Room 712 (Innovative Zone) on L7a/F	Room 713 (Community Spot) on L7a/F
Surface / sq ft	460	460	460	460	1010	735	950	810
Maximum Capacity	20	20	20	20	around 26	28	20	20
Original Set-up	Lecture Room	Lecture Room	Lecture Room	Lecture Room	Conference Room	Conference Room	Lecture Room	Lecture Room
Recommended Usage(s)	Lectures, workshops & forums etc.	Forums, seminars, conferences and workshops etc.	Forums, seminars and workshops etc.	Lectures, workshops & forums etc.	Lectures, workshops & forums etc.			
Facility(ies)	Television	✓	✓	✓	✓	✓ (3 sets)	✓	✓
	AV system	--	--	--	--	✓ (with wireless microphones)	✓	--
	Projector	✓	--	--	--	✓	✓	--
	PC	✓	✓	✓	✓	--	--	--
	Telephone	--	--	--	--	✓ (1 set UC phone)	--	--
	White board	✓ (Flip board)	✓	✓	✓	✓	--	--
	Others	Free WIFI	Free WIFI	Free WIFI	Free WIFI	Free WIFI	Free WIFI	Free WIFI
Floor plans / Photos[△]	See Figure 1	See Figure 1	See Figure 1	See Figure 1	See Figure 2	See Figure 3 and Picture 1	See Picture 2	See Picture 2

△ All photos, figures, pictures and drawings provided in this section are for illustrative purposes only. All features, including settings and facilities etc., shown therein may be subject to changes at any moment without prior notice nor explanation. Interested parties should contact the HKCITTC for comprehensive and latest information.

Figure 1 – Classroom 511-514 on L5e/F

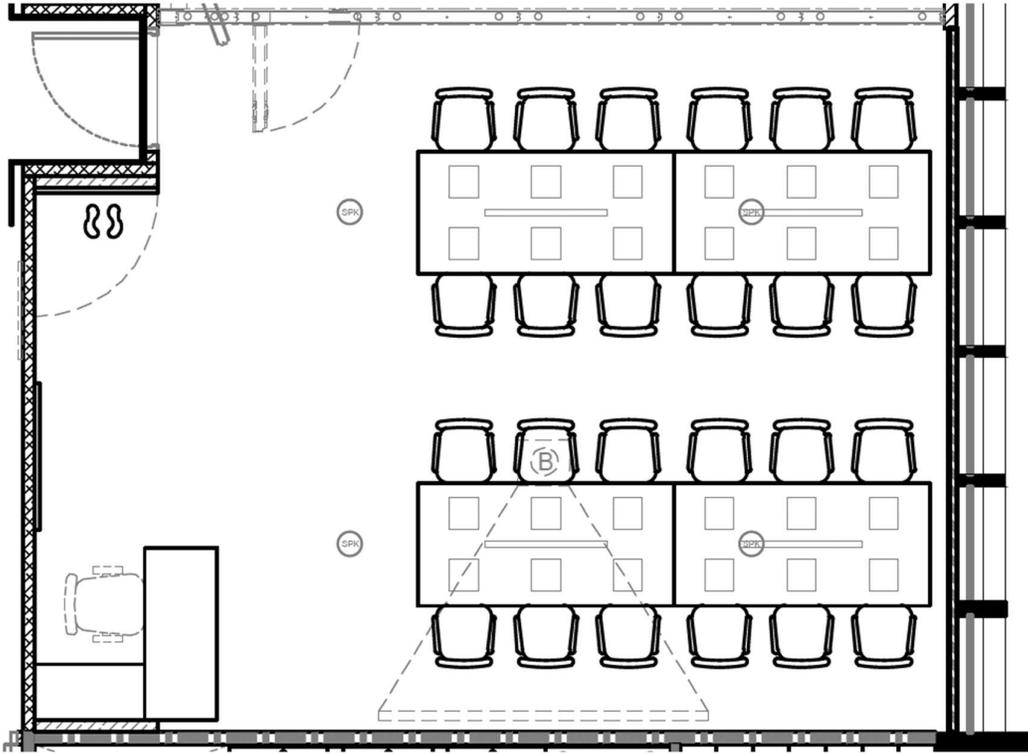


Figure 2 – Craftsmanship Space on L5e/F

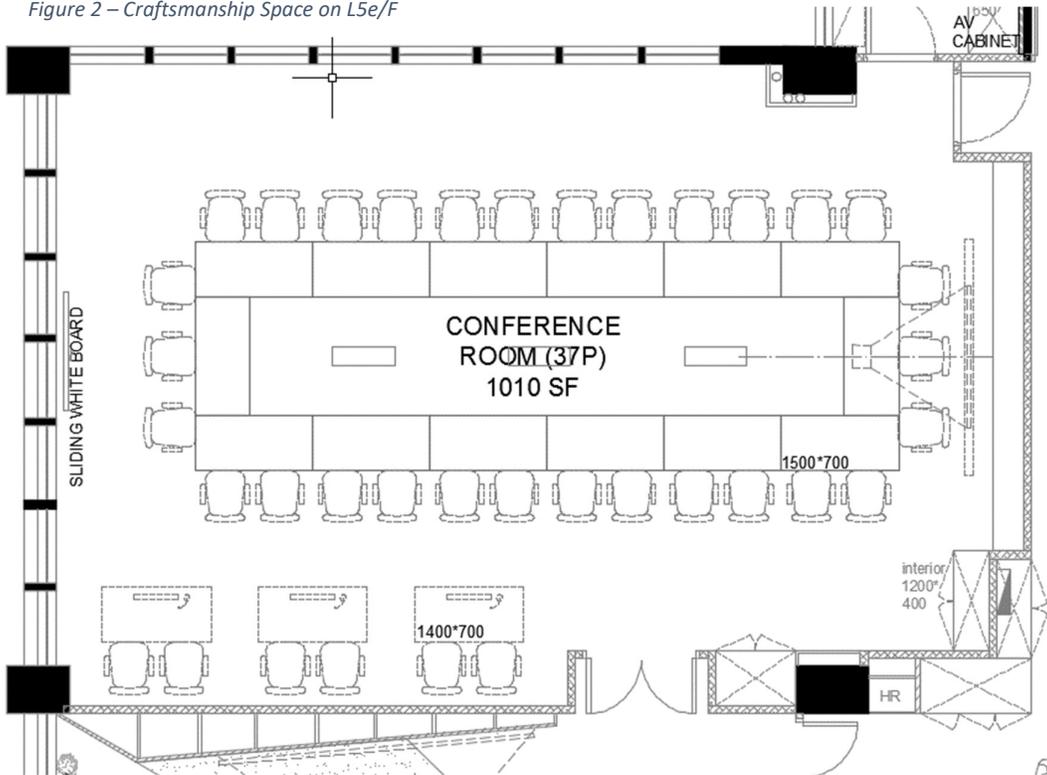
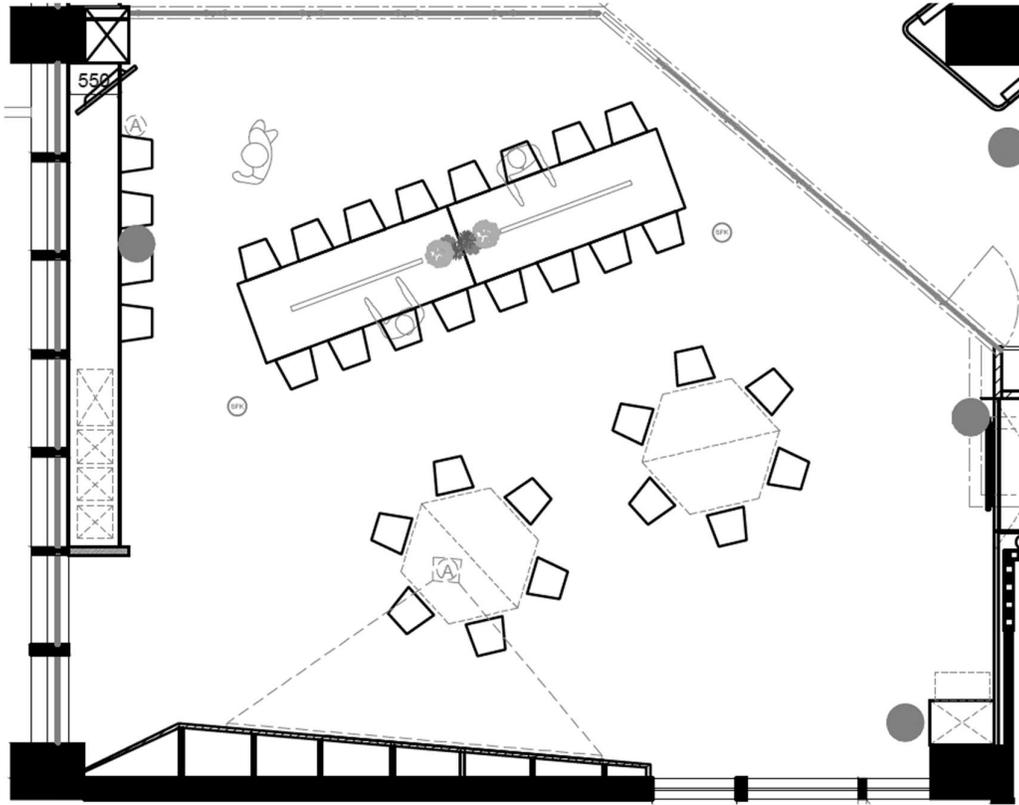


Figure 3 – Multi-purpose Area in Proximity to the Service Centre on L5e/F



Picture 1 – Multi-purpose Area in Proximity to the Service Centre on L5e/F



Picture 2 – Room 712 (Innovative Zone) / Room 713 (Community Spot) on L7a/F



2.3.2 Open Area in Proximity to Carpark and Workshops

Interested parties shall contact the HKCITTC for details about the venues.



Picture 3 – Welding Trade Test Workshop on L2/F of the HKCITTC



Picture 4 – Electronic and Mechanical Trade Test Workshop on L6/F of the HKCITTC



Picture 5 – Electronic and Mechanical Trade Test Workshop on L6/F of the HKCITTC

§ 3 – Book a Facility

- 3.1 A facility specified in Section 2 may be booked by submitting to the HKCITTC a completed Booking Form (Annex 1 to this brochure) alongside all other requested documents or information as it deems relevant in considering the application whether in relation to the applicant, the event and/or its content, or any other matter that the HKCITTC considers relevant.
- 3.2 The rental fee should be waived unless otherwise specified. That being said, all charges and surcharges incurred, resulted from the expense of any additional service (e.g. security and facility attendants etc.), equipment and consumables with cost implication outside the rental terms, shall be paid by the organiser.
- 3.3 The applicant must be the organiser or owner of, or its authorised representative who is wholly responsible for the event to be held at the HKCITTC.
- 3.4 An application must be lodged not more than 60 working days and not less than 14 days in advance prior to the date of event. Short notice booking will not be entertained.
- 3.5 Unless otherwise in advance consented by the management of the HKCITTC, rental period of each booking is limited to a timespan of one year maximum. The organiser may renew the booking 14 working days ahead the end of the rental.
- 3.6 Allocation of bookings are subject to availability. Priority will be given to trade test related activities/events/workshops etc., especially those co-organised with the CIC.
- 3.7 All events so taken place at the HKCITTC must be non-profit making.
- 3.8 Bookings of any facilities within the premises of the HKCITTC for days other than Monday to Friday or for public holidays will be handled case by case. The HKCITTC will contact the applicant when needed.
- 3.9 The HKCITTC reserves its absolute right and total discretion in accepting or rejecting any booking application or, when needed, changing the terms of rental at any moment without prior notice nor explanation.
- 3.10 Applicants will be notified of the result of application within 7 working days after the HKCITTC has confirmed the reception of the completed Booking Form as well as all other supporting documents and/or information required.

§ 4 – Terms and Conditions

- 4.1 Upon confirmation of the booking, the event Organiser will be granted the use of the Facility by way of a licence for the period of use ('Rental Period') stated in the booking confirmation.
- 4.2 The Facility will only be made available to the Organiser during the confirmed Rental Period. All activities preceding or after the event, such as set-up, or the subsequent dismantling, reinstatement and removal of installations and equipment brought in by the

Organiser, must be carried out and completed within the Rental Period. Extra time may be allowed subject to availability of the Facility and prior consent granted by the HKCITTC.

- 4.3 Unless previously arranged with the HKCITTC, all deliveries and pick-up for the event must be made within the Rental Period.
- 4.4 The Organiser must ensure that all participants, visitors and staff of or in connection with the event vacate the Facility prior to the end of the Rental Period and hand over the Facility to the HKCITTC duly reinstated to the very same condition as it was when the Facility was handed over to the Organiser.
- 4.5 The Organiser shall not sublet any part of the booked venue to other parties under all circumstances.
- 4.6 The Event
 - 4.6.1 The Organiser shall ONLY use the Facility for the event stated in the booking confirmation. The HKCITTC reserves all right, without prejudice to other remedy or action available to it, to discontinue any unauthorised or unapproved activities, close off the Facility and/or terminate the licence granted without paying any compensation of whatever nature or reason and refuse any future booking made by the same Organiser.
 - 4.6.2 The Organiser must not under any circumstances use the Facility or allow the Facility, whether by intention or by negligent acts or omission, to be used for any immoral or illegal purpose.
 - 4.6.3 The Organiser shall in all respects in conducting any activity at the Facility or otherwise in connection with the event observe and comply with all applicable laws and regulations, the terms of the Government Licence and the rules and regulations from time to time stipulated by any staff and/or proxies appointed by the HKCITTC.
 - 4.6.4 The Organiser shall, under its sole responsibility and at its own expenses, obtain from all relevant governmental authority(ies) all necessary permit(s) and/or licence(s) required for the event including but not limited to the Places of Public Entertainment Licence, where applicable.
 - 4.6.5 The Organiser shall not show any film or production (as defined by the Film Censorship Ordinance Cap 392) in whatever format and by whatever means unless it has obtained all necessary licences for the public exhibition of such film or production and no later than 7 days before the event produced to the HKCITTC a Certificate of Approval / Exemption in respect of the film or production issued by the Director of Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region Government.
 - 4.6.6 The Organiser shall not show, exhibit or display anything in whatever format and by whatever mean at the event which, in the opinion of the HKCITTC or the CIC, is likely to contravene the Control of Obscene and Indecent Articles Ordinance or to infringe the intellectual property rights of a third party, or which is likely to give rise to such a claim.

- 4.6.7 The number of attendants (inclusive of participants, visitors and staff of or in connection with the event) in the event must not in circumstances exceed the maximum capacity of the Facility as specified in Section 2.0 of this brochure.
- 4.6.8 The Organiser must commit to take all necessary measures for traffic and crowd control. The Organiser must monitor the number of people inside the Facility as well as those waiting to attend the event outside the Facility or the premises of the HKCITTC.
- 4.6.9 The HKCITTC may take any measures it may think appropriate and effective at the expense of the Organiser if in its opinion the number of attendees or visitor drawn by the event to the Facility or any parts of the HKCITTC are likely to cause chaos, disorder or adverse conditions or to pose a safety risk.
- 4.6.10 If any of the foregoing provisions are not complied with, the HKCITTC shall have all rights and at any moment discontinue the event, terminate the use of the Facility without any refund or compensation. The Organiser shall be liable to fully indemnify and hold harmless the HKCITTC or the CIC against any losses, damage claims and legal expenses on a fully indemnity basis suffered or incurred as a result of the said breach and the costs or expenses which the HKCITTC may have to pay to deal with, defend and/or to satisfy any claims rightfully or wrongfully lodged against the HKCITTC or the CIC.
- 4.7 Security, Insurance and Liabilities
- 4.7.1 The Organiser, who owes the common duty of care to all the participants and visitors of the event, shall be fully responsible for their safety within the event area and shall at its sole expense procure sufficient public liability insurance cover throughout the Rental Period as well as contractor's all risks insurance(s) to cover all contracting work for the set-up, or the subsequent dismantling, reinstatement and removal of installations and equipment brought in by the Organiser before and after the event.
- 4.7.2 The CIC and the HKCITTC shall under no circumstance be liable for any loss, damage, costs, expenses, injury or death (to the maximum extent permitted by law), or whatsoever claimed by the Organiser or any other person, owing to, caused by or arising from any defect or breakdown of fire alarm, CCTV, services and settings, government restrictions, public disorder, protests and demonstrations, acts of God, any disruption to services (e.g. shortfall of cleansing and/or security staff), interruption to access to the premises of the HKCITTC (e.g. local traffic congestion) and any matter beyond the HKCITTC's control, that may cause the Facility or the premises of the HKCITTC (in whole or in part) to be temporarily closed or the event to be interrupted or cancelled. Should any such liability be accrued to the CIC and/or the HKCITTC, the Organiser shall waive its right to make any claim against the CIC and/or the HKCITTC by reason thereof and keep the CIC and/or the HKCITTC fully indemnified and harmless against any loss, damage, costs and expenses arising from any claims made against the CIC and/or the HKCITTC as a result of the aforesaid matters.
- 4.7.3 The Organiser shall be fully liable to the CIC and the HKCITTC for all the acts of omission and negligence of any of its members, participants, visitors, guests,

employees, agents, contractors and all other persons present at the premises of the HKCITTC by reason of the event conducted by it at a HKCITTC Facility.

4.7.4 Without prejudice to the terms and conditions stipulated in this brochure, all visitors, may they be members of the Organiser, participants, visitors, guests, employees, agents, contractors or any persons present at the premises of the HKCITTC by reason of the event conducted by it at a HKCITTC Facility to the premises of the HKCITTC, must abide by the same policies, instructions, restrictions and requirements laid down by the HKCITTC in any contexts, which include but not limited to those in relation to, for example,

- visitor registration;
- public health risk mitigation measures (e.g. precautionary measures to prevent the spread of COVID-19)
- safety measures in workshops. E.g. appropriate working attire, wearing of safety helmets and safety shoes, and others. For details, please refer to the « Notice for Candidates », downloadable in CIC website: www.cic.hk;



« Dress Code »

4.8 Workshop Safety

4.8.1 Without prejudice to the terms and conditions stipulated in this brochure, all visitors, may they be members of the Organiser, participants, visitors, guests, employees, agents, contractors or any persons present at the workshops of the HKCITTC by reason of the event conducted by it, must observe the safety precautions, either in written or verbal form, given by the HKCITTC or its appointed staff or proxies.

4.8.2 All visitors to workshops of the HKCITTC must wear proper Personal Protective Equipment ('PPE'), which includes but not limited to safety helmet (compulsory), safety shoes (compulsory) and, where appropriate, eye protectors and/or ear muffs etc. The Organiser shall, under its sole responsibilities and at its own expense, prepare adequate PPE for each of the individuals who present at the workshops by reason of the event. For details about the PPE requirement, please contact the appointed staff of the HKCITTC.

4.9 Inclement Weather Conditions

4.9.1 Tropical Cyclone Signal No.8 (or above) or Extreme Condition

- If the signal remains hoisted at/after 06:00am, all events appointed in Morning session will be cancelled.*
- If the signal remains hoisted at/after 10:30am, all events appointed in Afternoon session will be cancelled.*
- If the weather conditions deteriorate during the event, or if the Hong Kong Observatory issues the Tropical Cyclone Signal No.8 (or above) during the event, all events will be discontinued and cancelled.

* If the warning signal is lifted or lowered 3 hours or more before the commencement of the events, the event may proceed as originally scheduled.

4.9.2 Black Rainstorm Warning Signal

- Indoor events in progress will continue.
- Outdoor events in progress will be discontinued and cancelled.
- All events which have not yet commenced will be cancelled.

4.9.3 If the event is cancelled or discontinued after it has commenced due to adverse weather conditions, subject to availability of the premises, the Organiser may contact the HKCITTC for rescheduling.

4.10 Carpark

4.10.1 Limited number of carpark spaces, subject to availability and prior consent from the HKCITTC, may be offered to eligible Organisers on a needed basis, during office hour as specified in Section 2.2 and within the Rental Period. No vehicles shall be found parking beyond office hours or outside Rental Period without prior approval from the HKCITTC.

4.10.2 Interested Organisers should specify their request at the moment when they submit their booking by duly completing Part D of the Booking Form (Annex 1 to this Brochure).

4.10.3 Booking application for carpark space(s) will be treated independently of that for the Facility. For example, an applicant, of both a Facility and a carpark space, may receive a booking offer of the Facility but an apology for its request of a carpark space. The HKCITTC reserves its absolute right and total discretion in accepting, in part or in whole, or rejecting any booking application for carpark spaces.

4.10.4 Authorised vehicles, with Valid Parking Permits, must be parked at the designated parking spaces and each vehicle shall not occupy more than one single parking space.

4.10.5 Valid Parking Permits are not transferable.

4.10.6 The HKCITTC, through its staff or appointed proxies, shall have the right to enquire and verify the identity of Carpark users when necessary.

4.10.7 All uses of the Carpark must observe the regulations as stipulated in the Laws of Hong Kong Special Administrative Region Road Traffic Ordinance, Cap 374, and all other directions and/or instructions and/or restrictions given verbally or in writing by the HKCITTC staff. All users of the Carpark and their respective vehicles shall not endanger other Carpark users or vehicles in using the Carpark.

4.10.8 The HKCITTC reserves the absolute right to, at any moment and without prior notice, impound or tow away any vehicles, that are in breach of any terms and conditions therein, found within its premises and shall not be liable to any losses or damages resulted from any such arrangement.

4.11 Set-up, Fitting Out and Signage

4.11.1 The Organiser is required to:

- walkthrough the event rundown with the HKCITTC staff;

- submit the finalised floor plan to the HKCITTC 5 working days prior to the event; and
 - coordinate all delivered with the HKCITTC staff and notify him/her 24 hours in advance of the time of deliveries, including but not limited to tables and chairs, venue decoration, audio-visual systems and any other items to be delivered in relation to the event.
- 4.11.2 HKCITTC staff will not sign or acknowledge any delivery on behalf of the Organiser. The HKCITTC and its staff shall under no circumstance accept any liabilities for any loss, shortages, defects or damages in any unauthorised delivery fallen into the custody of the HKCITTC.
- 4.11.3 Nothing may be affixed to the interior or exterior walls, floors, windows, window coverings, ceiling or any other surface within the Facility or the premises of the HKCITTC without prior approval of the HKCITTC. Use of nails, staples, tape, adhesive substance or any other destructive means of fixation on any surface within the Facility or the premises of the HKCITTC is strictly prohibited.
- 4.11.4 Any decorations and signage to be exhibited, displayed or affixed within the Facility or any part of the premises of the HKCITTC must be previously approved by the HKCITTC in writing.
- 4.11.5 Different limits in dimensions shall apply for any exhibit, stand or display item to be installed in the Facility. Such limits are subject to stipulation of the HKCITTC from time to time and which the Organiser shall adhere to.
- 4.11.6 Any exhibit, stand or display item must be pre-fabricated before being delivered to the HKCITTC. No production work or painting is allowed inside the HKCITTC.
- 4.11.7 All carts and rolling equipment must have proper rubber tyres. Masonite or Plywood must be placed on the floor if materials or equipment of considerable weight are rolled into the indoor area of the HKCITTC.
- 4.11.8 All permitted loadings of the Facility are subject to the approval of the HKCITTC.
- 4.12 Publicity Materials
- 4.12.1 Without prior written permission from the HKCITTC, the Organiser must not use the name, logo, image, any representation or any forms of likeness or implications of the HKCITTC or the CIC, whether in part or in whole, in any forms of media and documents (e.g. promotional materials and signage etc.) in connection with the Organiser's business, permitted use of the Facility, or any other circumstances for the purpose of advertising, publicity, marketing or promotion etc.
- 4.12.2 The Organiser shall not use the name or logo of the HKCITTC or the CIC which may create, whether by intention or by act of negligence or omission, an impression that the HKCITTC or the CIC however participates, sponsors or supports the Organiser's event, its business or cause.
- 4.12.3 HKCITTC's prior written approval is required for distribution of any leaflets, notices, advertising matter and promotion giveaways within the premises of the HKCITTC.

4.13 Smoking

- Smoking is strictly prohibited anywhere, indoor and outdoor, within the premises of the HKCITTC, including but not limited to its Carpark, restrooms and stairwells.

4.14 Food

- Food and drinks (except water) are not allowed within the Facility.

4.15 Hygiene and Order

- 4.15.1 Upon completion of the event, the Organiser shall vacate all personnel, remove all its equipment, exhibits, stands, display items and other materials and reinstate the Facility to its original condition when the Facility was handed over to the Organiser.
- 4.15.2 The Organiser shall deliver up the Facility in good and clean condition after the event. The Organiser is responsible for the cleaning up of the Facility and shall remove any refuse and garbage from the Facility upon completion of the event to such location as shall be specified by the staff of the HKCITTC from time to time. Any remainders left over after the Facility is being delivered up will be disposed of or treated in a way that the staff of the HKCITTC thinks appropriate, without any notice nor explanation. Under no circumstance the HKCITTC or its staff shall be responsible for any losses or damages resulted from such arrangement.
- 4.15.3 Prior to departure, the Organiser must liaise with the HKCITTC staff to conduct a joint final inspection of the Facility to ensure that the latter is properly reinstated to the original state and condition as it was handed over by the HKCITTC.
- 4.15.4 The HKCITTC reserves the right to reinstate the Facility by engaging a subcontractor at the expense of the Organiser if the condition of the Facility returned by the Organiser is considered dissatisfactory by the HKCITTC. Any cost incurred shall be charged to the Organiser.
- 4.15.5 For the disposal of construction/decoration waste, prior arrangement will have to be made with the HKCITTC and/or its staff. Any cost incurred shall be charged to the Organiser.

4.16 Noise

- The staff of the HKCITTC have the right at any moment to require the lowering of the volume or even the turning off of the equipment, at its sole discretion, for any inappropriate sound level, sound type or sound context. The Organiser must forthwith comply with such requirement.

4.17 Dangerous Goods

- No dangerous or inflammable goods may be brought in or stored or left anywhere within the premises of the HKCITTC.

4.18 Animals

- Except trained guide dogs for the blind and assistance dogs for the disabled, no pets or animals of any sort may be allowed within the premises of the HKCITTC.

4.19 Damages / Misbehaviour / Violation

- The Organiser shall ensure that its activities, guests, vendors, subcontractors or other personnel connected with the event do not interfere with, disrupt, or disturb other visitors, operations, trade tests or other activities carried on at the other parts of the HKCITTC or its common areas.
- No person may move away from the Facility any equipment, furnishing or other article which is inventories property of the HKCITTC.
- The Organiser shall keep all items provided by the HKCITTC for its use in good working order and condition, and shall be responsible for the reinstatement cost of the loss or damage of furniture, equipment and any other facilities. All items provided shall be maintained in the same condition as provided by the HKCITTC after the event. The HKCITTC reserves the absolute right to inspect and claim for any losses / damages arising.

4.20 Operation of Close Circuit Television (CCTV) system

- Certain parts of the HKCITTC may be under CCTV surveillance for security purpose and any recorded data will be processed in accordance with the Personal Data (Privacy) Ordinance.

4.21 Amendments of Terms and Conditions therein

- The HKCITTC may, at their absolute discretion and at any moment when it considers suitable, amend the terms and conditions herein so as to maintain a set of appropriate standards of management and operation for the HKCITTC and deliberately protect the interests of all users of the facilities.

4.22 Should the Organiser breach any of the terms and conditions here contained, the Organiser shall indemnify the HKCITTC for the costs and expenses that the HKCITTC may incur for the rectification directly or indirectly relating to such breach.

4.23 Failure to comply with any of the terms and conditions laid down herein may result in the rejection of future rental applications from the same organiser.

PART C - BOOKING DETAILS

Booking Period: _____
(Start Date)

_____ (End Date)

Booking Session: Morning Session (09:00 – 12:30)
 Afternoon Session (14:00 – 17:30)
 Evening Session (18:00 – 21:00) – on a need basis

Booking Venue: Classroom 511 on L5e/F Classroom 512 on L5e/F
 Classroom 513 on L5e/F Classroom 514 on L5e/F
 Craftsmanship Space on L5e/F
 Room 712 (Innovative Zone) on L7a/F
 Room 713 (Community Spot) on L7a/F
 Multi-purpose area in proximity to the Service Centre on L5e/f
 Open area in proximity to Carpark
 One of the workshops (please specify the trade to which the event is related: _____)

PART D – CARPARK SPACE RENTAL, if required (please refer to §4.9 of the Brochure)

Booking Period: _____
(Start Date)

_____ (End Date)

Number of Space Expected*: 1 2 3 4 5

Vehicle Registration Mark
(/Number plate) of the
Concerned Vehicles: _____
 _____ (vehicle 1)
 _____ (vehicle 2)
 _____ (vehicle 3)
 _____ (vehicle 4)
 _____ (vehicle 5)

** Application for carpark space within the premises of the HKCITTC is subject to the approval of the HKCITTC depending on different factors, e.g. user demand and availability of facilities. The HKCITTC reserves absolute right to accept, in part or in whole, or refuse the request of carpark space(s) herein or change the terms of rental at any moment without prior notice nor explanation.*

PART E – Declaration

I, the undersigned, hereby confirm and declare that

- I am duly authorised to submit this application for and on behalf of the Organiser;
- the information provided in and with this Booking Form is genuine, complete, valid and up-to-date to the best of my knowledge and I undertake to submit further information in respect of any changes anytime henceforth;
- I have read, understand and agree all the terms and conditions laid down in the « Hong Kong Construction Industry Trade Testing Centre - Facility Rental Brochure » which may be subject to changes at any moment at the HKCITTC's discretion without prior notice nor explanation.
- I am well aware of and give my full consent to the « Personal Information Collection Statement » here below:

1. Collection of Personal Data

- 1.1. The information I provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not I provide my personal data to the CIC is voluntary. However, where I am providing information for the purpose of an application, it is necessary that I supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider my application. If I am under the age of 18, I should consult my parent or guardian before providing any personal data to the CIC.
- 1.3. I am entitled to request access to and correction of any errors in my personal data. If I wish to do so, I should write to the Hong Kong Construction Industry Trade Testing Centre (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should there be any enquiries about the PICS and related practices, I should contact the CIC at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, I can access their Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

My personal data will be kept confidential and may be used by the CIC for the following purposes:

- Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- Registering for the trade test/course/safety training/skill assessment or any other services which I apply for on the application form and assessing my eligibility thereto related;
- Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
- Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- Keeping and maintaining qualification records;
- Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- Facilitating communication with me;

- Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
 - Managing access to the CIC's premises and for security purposes;
 - Preventing and responding to actual or potential security threats, fraud or illegal activities;
 - Handling complaints or enquiries;
 - Performing analysis and conducting research and surveys;
 - Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
 - Other purposes related or incidental to the conduct of the CIC's activities; and
 - Any other purposes that I may consent to from time to time.
3. Disclosure and Transfer of Personal Data
- 3.1 The CIC may disclose or transfer my personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
- a. Any or all of the CIC's affiliates and/or subsidiaries;
 - b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable the CIC to provide their services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on its behalf;
 - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
 - d. Any party that owes a duty of confidentiality to the CIC; or
 - e. For consigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.
- 3.2 The CIC may disclose and transfer my personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.
4. Use of Personal Data Related to Direct Marketing
- To keep me informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use my personal data, including my name, phone number, correspondence and email address, to update me in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry.
- I am free to decide whether I wish to receive such information. If I choose not to receive information on the above, I should put a tick in the box below. I may make any subsequent changes on my choice of receiving promotional materials by writing to the CIC.
- I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

Signature (on behalf of the Organiser)

Name:

Position:

Date: