



Director: Professor Adrian Walter AM 校長：華道賢教授 AM

4 September 2019

Dear Fellow Students,

Re: Open Letter to Senior Management from a Group of Students of HKAPA

As the Academy needed time to verify many related facts, we could not provide a response within a short period of time. Before we provide feedback to the questions asked, we would like to provide some background facts related to the situation up to the current moment.

Some of the questions asked have already been discussed on 22/8/19 with the HKAPA Students' Union (SU) as the representative and bridge to the student body until January 2020 when a new elected SU is in place. We have also provided verbal and written responses back to SU after the meeting. Please see Appendix A on a list of chronological list of events from 22/8/19 to today attached.

First and foremost, the Academy is not in a position to respond to demands of a political nature. The Academy is funded by the Hong Kong Government through the Home Affairs Bureau to provide higher education training in performing arts. We owe a fiduciary responsibility to the Government and the community to provide such performing arts education to our students. The Academy Council headed by the Council Chairman is the highest governing and executive authority that deals with high-level long-term strategic and governance matters, and the Academy management deals with medium-term and shorter-term day-to-day operations of the Academy.

The Academy Council headed by the Council Chairman has been making a significant contribution to the Academy including negotiation for the Eighth Matching Grant Scheme, solicitation of a record-breaking level of donation in the history of the Academy, gaining Government support for the first Academy student hostel, building support for the Academy's alumni, and exploring internship and career opportunities for students and graduates.

The Academy is committed to maintaining a peaceful and harmonious environment for its students to pursue their dreams and passion for performing arts. There have been many occasions that crowds have built up around the Academy's Wanchai Campus in the past 3 months, during the period the Academy has only shut down its facilities from the afternoon of 12/6/19 to 16/6/19. From 17/6/19 onwards, the Academy has only implemented restricted access. All these precautionary measures are in the Academy's best interest to ensure the safety of its students, staff and other authorized users of the campus including alumni and commercial hirers as well as safeguarding its property against damage.

There have been 2 cases of alleged entrance of police into the Academy Campus reported to the Academy and both cases have been fully investigated:

1. Several policemen followed an Academy student into the Security Control Centre entrance at the Academy driveway. There was a misunderstanding as to why the student was running away from the policemen. After clarification at the Security Control Centre, the case was resolved. The police entry into the Academy was technical as they were all stopped near the entrance of the Security Control Centre.

Chinese Opera
戲曲

Dance
舞蹈

Drama
戲劇

Film & Television
電影電視

Music
音樂

Theatre & Entertainment Arts
舞台及製作藝術

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伯大尼校園 : 香港薄扶林道139號
www.hkapa.edu

2. Another case was a group of policemen who were having lunch and resting at the OCE driveway near the cargo lift. There were exchanges between the policemen and our students as it was assumed the Academy driveway was a private place. It was clarified that it has been the Academy's practice in the past 30 years to allow anyone, including ordinary citizens and pedestrians, to use its driveway for convenience and other reasons. It was for this reason that there were also other people resting and taking shelter (as it was raining) at the said driveway at that time, including media reporters and others.

Both cases have already been discussed with the Students' Union (SU) at its meeting with the Deputy Directors on 22/8/19. Subject to clarification of some legal technicalities, the SU was satisfied with the discussion. Please note that the Academy has never invited police to come to the campus in the past few years.

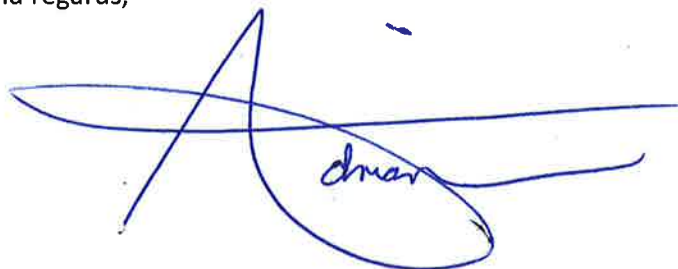
Up to now, there was one reported case of the arrest of an Academy student. The student was subsequently released on bail. The Academy immediately arranged voluntary legal assistance to help the said student. The Student Affairs Office (SAO) has also been providing counselling advice to the student.

We welcome the SU acting as a bridge between the student body and the Academy. You are most welcome to discuss, consult and raise your concerns with our SU/SAs on the above. We always welcome the opportunity to meet with representatives of the SU and School Associations (SA). Our SAO has been working to schedule a further meeting with them.

The Academy respects individual privacy and undertakes to comply with the requirements and principles of the Personal Data (Privacy) Ordinance which also includes guideline regarding access to CCTV records. The Academy has also issued Guidelines on Personal Data Protection (attached) in its Staff Handbook.

Last but not the Least, the Academy is uniquely focused on performing arts education and the cultural development of Hong Kong. It has always acted in the best interests of its students. To ensure an open and rational discussion with representatives of its student bodies, the Academy requires a calm and non-confrontational approach and mutual respect.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Adrian', with a large, stylized flourish extending to the left and a long horizontal line extending to the right.

Professor Adrian Walter AM
Director

Appendix A – Chronological List of Events

22/8/2019: Deputy Directors met with SU and discussed the following:

SU would like to boycott classes in the first week of 2/9/18, and might also extend to the second week. Deputy Directors explained as there were students wanting to attend scheduled classes, the Academy will remain in normal operations.

Agreed to implement a 5% allowance in non-attendance under current Academic rules to cater for possible transportation difficulties.

Deputy Directors showed support of a proposed student-led projects managed by SU and will look into ways to improve it using the existing Creative Collaboration Fund (CCF).

Explained the current student staying overnight policy on academic grounds and for SU and School Association (SA) executive members for preparation of authorised student activities.

SU proposed to have more SU Office space and was informed that a new Student Common Room has been allocated to students on 2/F OCE. Also explained to SU that they needed to strike a balance so as not to reduce the common room areas which are for all students to use. Asked SU to submit SU Office renovation proposal.

The Academy Council Chairman has agreed to meet with the newly elected SU executive Committee once they are in office. Meanwhile if there are governance issues to be raised, they can forward them to Council through the Academy's senior management.

2 large storage cabinets will be allocated to SU in OCE for appropriate storage.

SU to speak in Orientation

Banners and poster can only be posted in existing SU and SA notice boards and the SU Democracy Wall.

27/8/2019: Student Affairs Office (SAO) provided verbal feedback to SU that they have been allocated a spot to speak at the Orientation.

SAO also provided verbal feedback on agreeing to the 5% allowance in regard to non-attendance in the first semester 2019/20.

30/8/2019: Director's letter to SU on normal school operation as many students might want to continue attending scheduled class and could not attend SU's EGM (letter attached).

2/9/2019: SAO sent to all students the above Director's letter (resent letter attached).

The Administration sent a letter to all Students and Staff that the Academy Wanchai Campus will be on restricted access until further notice (letter attached).

The Registry sent a letter to all students confirming the 5% non-attendance allowance to be administered by Schools (letter attached).

4/9/2019 The Registry has agreed to extend the Add/Drop period for a week. A letter will be sent out in the afternoon.



Director: Professor Adrian Walter AM 校長：華道賢教授 AM

30 August 2019

Dear Executive Committee Members of the HKAPA Student Union,

Many thanks for your invitation to your Extraordinary General Meeting on Monday 2 September 2019. We have discussed at our meeting on Thursday 22 August 2019 that next Monday will be a normal school day of the Academy. As there are students who might want to continue attending scheduled classes, it would not be possible for us and our teaching staff to join you on that day.

We fully agree the Students' Union (SU) and the School Associations (SA) are important bridges between the Academy and the student bodies for communication and building a peaceful and harmonious environment for our students to pursue their dreams and passion for the performing arts. We are happy to meet with representatives of the SU and SAs in the coming weeks. Our Head of Student Affairs Office will be in contact with you to schedule this.

We wish you all the best as the academic year commences and hope you continue to have a rich and fruitful learning experience as you continue your journey into performing arts education here at the Academy.

We look forward to meeting representatives of the SU and SAs.

Kind regards,

Professor Adrian Walter AM
Director

From: Student Affairs Office
Sent: Monday, September 2, 2019 7:37 AM
To: Undergrad_Students_List <Undergrad_Students_List@hkapa.edu>; Postgrad_Students_List <Postgrad_Students_List@hkapa.edu>
Subject: Commencement of the New Academic Year

Dear students,

The Academy has communicated via the Students' Union (SU), School Associations (SAs) and various other channels that today is the commencement of the new academic year and it is a normal school day of the Academy. All classes and other activities will be conducted as scheduled.

Attached please find the Academy's letter to the SU and SAs for your information.

Thank you for your kind attention.

Student Affairs Office



30 August 2019

Dear Executive Committee Members of the HKAPA Student Union,

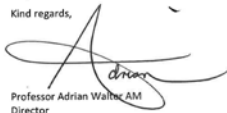
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We wish you all the best as the academic year commences and hope you continue to have a rich and fruitful learning experience as you continue your journey into performing arts education here at the Academy.

We look forward to meeting representatives of the SU and SAs.

Kind regards,



Professor Adrian Walter AM
Director

From: HKAPA ADMIN <admin@hkapa.edu>
Sent: 02 September 2019 17:01
Subject: Normal Academy Operations and Restricted Access
Importance: High

Dear Students and Staff,

With the anticipation of crowds in the Wanchai campus area in the coming days, restricted access to the Wanchai Campus will be implemented until further notice.

Only the main entrance at the driveway to the Academy Block / Foyer will be open. The entrance at the Gloucester Road will be closed for added security. Access to the OCE will also be through the driveway foyer entrance. Students and Staff are required to present their valid student or staff identity cards for entrance to the foyer. The Administration Block will be open to staff with their valid staff card through the back entrance as usual. The Bethanie Campus is unaffected and will be open as usual.

Please also note that the Academy will be in normal operations as usual. Scheduled classes and activities will be conducted as planned. The Administration will continue to closely monitor the situation and will make announcements(s) on any other arrangement(s) as and when necessary. Students and staff are again advised to pay particular attention to their personal safety.

We are grateful for your co-operation. We would like to thank you again for your kind understanding.

Kind regards,

Professor Philip Wong
Deputy Director (Administration)

MEMORANDUM

To: All Students
From: Registry
CC : Dn(CO), Dn(D), Dn(Dr), Dn(F/TV), Dn(M), AssocDn(TEA)&H(MDe&T)
Date: 2 September 2019
Subject: Student Attendance Policy

We wish to confirm with you that as part of the Academy's existing Attendance Policy, a supplementary 5% non-attendance allowance is available to students. Schools, which are responsible for the implementation of the Attendance Policy have had their attention drawn to this established practice. The Academy's prime concern remains the safety of its staff and students, and the provision of a conducive learning environment.



Professor Gillian CHOA
Deputy Director (Academic)

B6. Guidelines on Personal Data Protection

Privacy Policy

The Academy respects an individual privacy and undertakes to comply with the requirements and principles of the Personal Data (Privacy) Ordinance. In this respect, the Academy undertakes that:

- personal data are collected in a lawful and fair manner
- personal data are collected only for the purpose directly related to the Academy functions and activities or as required by law
- reasonable steps are taken to ensure that the personal data are accurate, up-to-date and kept no longer than necessary
- personal data are used only for the purpose or a directly related purpose for which they are collected, unless consent from the individual concerned is obtained for a change of use or such use is permitted by law
- personal data are protected with adequate security measures
- staff are made aware to the code of practice for handling personal data
- reasonable steps are taken to ensure the individual concerned will be informed of the kinds of personal data that the Academy holds and the main purpose for the data are to be used
- the rights of individual concerned in respect to personal data protection under the law can be appropriately exercised
- regularly review the data protection guidelines and procedures

Personal Data (Privacy) Ordinance

The Personal Data (Privacy) Ordinance protects the privacy interest of living individuals in relation to personal data. Personal data are any data relating directly or indirectly to a living individual (data subject), from which it is practical to ascertain the identity of the individual and which are in a form in which access or processing is practicable. Examples of personal data include a person's name, telephone number, sex, occupation, marital status, photo, identity card number, salary and financial status, medical reports, assessment of employment performance, etc. It covers all forms of recorded information whether they be recorded manually or processed in computer system. The Ordinance applies to any person (data user) that controls the collection, holding, processing or use of personal data.

The Academy, as data user, holds the responsible to ensure that relevant laws in respect to data privacy and data security are complied. Members of the Academy who handle identifiable personal data should observe the six Data Protection Principles set out in the Personal Data (Privacy) Ordinance which data users must comply:

Principle 1 – Purpose and manner of collection

This provides for the lawful and fair collection of personal data and sets out the information a data user must give to a data subject when collecting personal data from that subject.

Principle 2 – Accuracy and duration of retention

This provides that personal data should be accurate, up-to-date and kept no longer than necessary.

Principle 3 – Use of personal data

This provides that unless the data subject gives consent otherwise personal data should be used for the purpose for which they were collected or a directly related purpose.

Principle 4 – Security of personal data

This requires appropriate security measures to be applied to personal data (including data in a form in which access or processing of the data is not practicable).

Principle 5 – Information to be generally available

This provides for openness by data users about the kinds of personal data they hold and the main purposes for which personal data are used.

Principle 6 – Access to Personal Data

This provides for data subjects to have rights of access to and correction of their personal data.

Members of the Academy should also read the full text of the ‘Personal Data (Privacy) Ordinance’ and ‘Code of practice on the identity card number and other personal identifiers’ at <http://www.pcpd.org.hk> of the Office of the Privacy Commissioner for Personal Data.

Guidelines on Compliance with Personal Data (Privacy) Ordinance

All members of the Academy have a responsibility to ensure personal data are protected and comply with the Ordinance and procedures as directed. Department heads should make sure that good practices within their authority are in place. Members of the Academy who come across with identifiable personal data in the course of their work are required to ensure that:

1. Personal data should only be collected in a lawful and fair manner and for lawful purposes directly related to a function or activity of the Academy.
2. Personal data collected should be adequate and necessary, but not excessive for the purpose for which they are collected.
3. The data subject should be explicitly informed either before or at the time data are collected of the purpose for which the data are to be used.
4. Personal data should only be used for the purpose for which the data were collected. Written consent from the data subject must first be obtained if the data are to be used for purposes other than the purposes the data were originally collected.

5. Reasonable steps must be taken to ensure that personal data are updated and accurate having regard to the purpose for which the personal data are to be used. Where there is reasonable ground to believe that personal data are inaccurate having regard to that purpose, the data shall not be used.
6. Personal data should be kept no longer than is necessary for the fulfillment of the purpose for which the data are to be used.
7. Access to personal data should be restricted to authorized persons on a need-to-know basis. Reasonable measures should be taken to protect personal data against unauthorized or accidental access, processing, erasure or use.
8. Files containing identifiable personal data should all be classified as confidential documents, securely kept, and handled by authorized persons only. Mailing of sensitive data should be sealed and marked 'Confidential', 'To be opened by addressee only' or 'Restricted' as appropriate.
9. Used papers contain personal data should not be carelessly disposed. Avoid re-using papers that contain personal data of individuals unless appropriate measures are taken to safeguard those data from inadvertent disclosure. .
10. Security measures should be taken and protective tools should be used in computer system to safeguard against unauthorized or accidental access. Personal and sensitive data in electronic format should be securely protected by encryption and security password and comply with IT security practices and procedures.
11. Data subjects have the right to request to access to and correction of personal data of themselves held by data users. The data subject will be notified in writing of the outcome within 40 days of submitting the request. A charge may be imposed to cover the administrative and photocopying costs. Should members of staff receive any data access and correction requests related to student-related data or employment-related data, the request should be as soon as practicable forwarded to the Academic Services Office and Human Resources Office respectively for handling.

保安錄影帶查看規則

基於保安理由學生或職員若要求查看保安錄影帶必須遵照下列程序
方可獲有關安排

辦工時間在學院範圍內因失竊個人財物必須經由所屬學院 EO/院長或部門主管確認事件才可獲安排有關協助而失竊學院財產當值保安須即時調查及跟進

非辦工時間在學院範圍內因失竊個人財物或其他私人理由須自行知會警方確認事件才可獲安排有關協助

非辦工時間在學院範圍內失竊學院財產當值保安須即時調查及跟進

若接到報告學院範圍內剛發生任何罪案或有任何可疑人士正在活動當值保安須立即作出相應行動跟進

H.K.A.P.A. 物業處
Estate Department