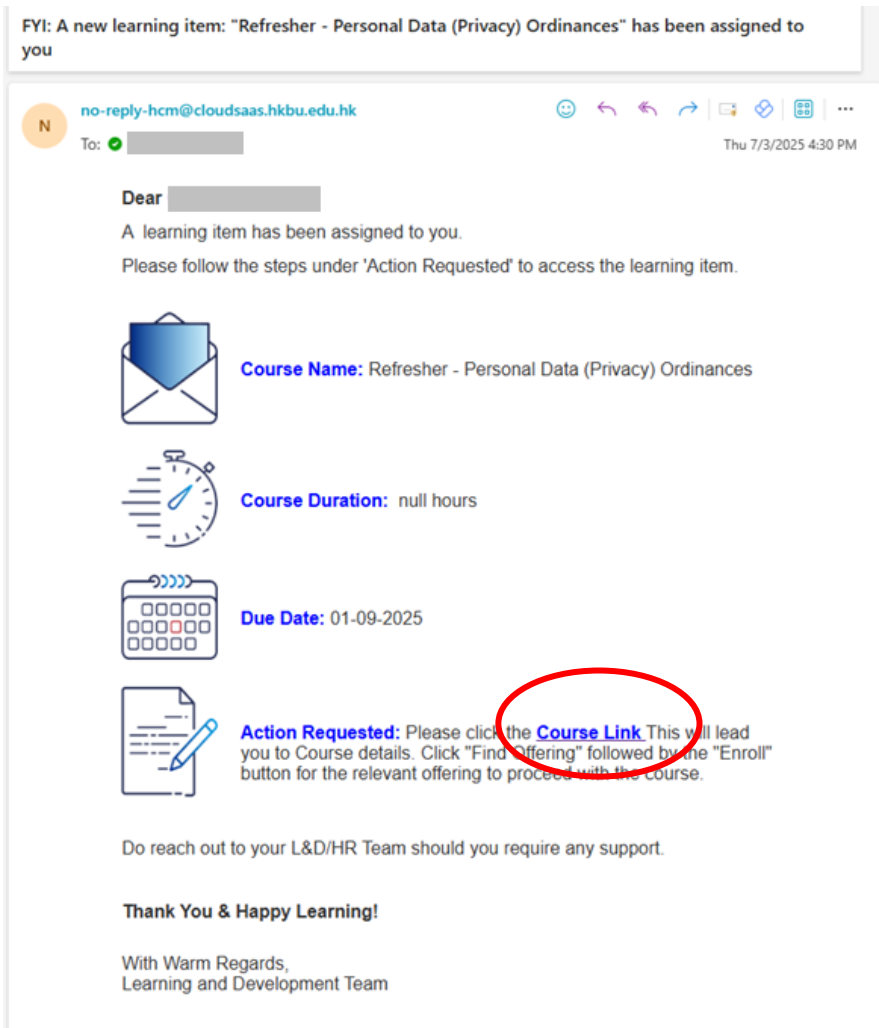


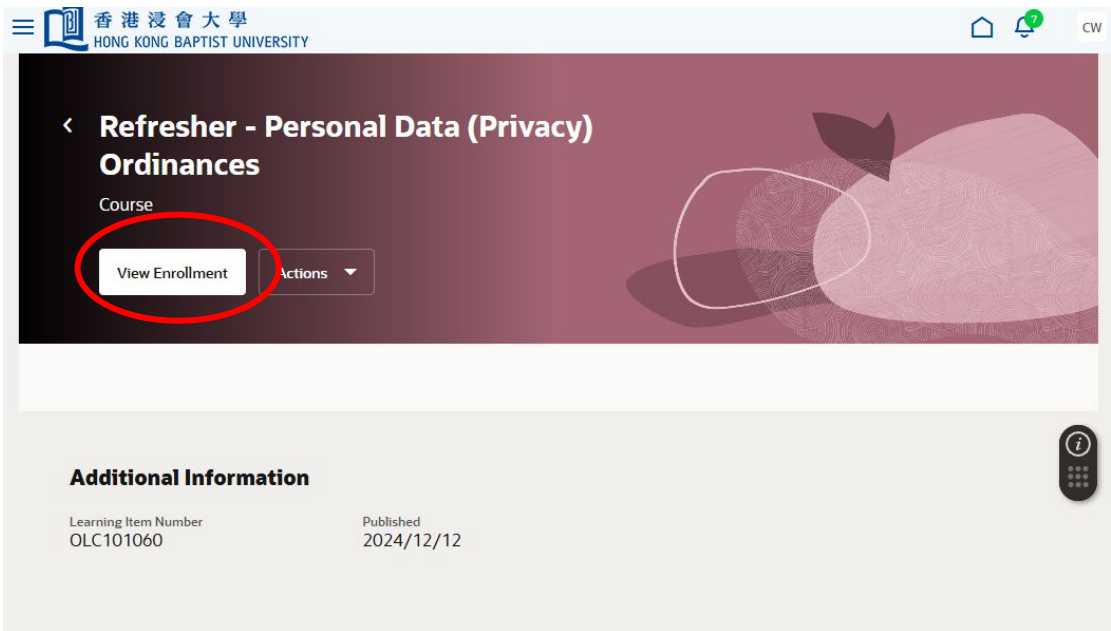
# 重溫課程操作指南 Refresher Course User Guide

\*本教學所用的截圖來自不同合規主題的重溫課程，惟各課程的操作步驟均相同。  
Screenshots are from various compliance refresher courses, but the steps are identical for all.

1. 你將收到電郵提示，點擊電郵內連結 (Course Link) 即可到達該合規主題的重溫課程。  
You will receive an email notification. Simply click the link (Course Link) provided in the email to access the refresher course for that compliance topic.

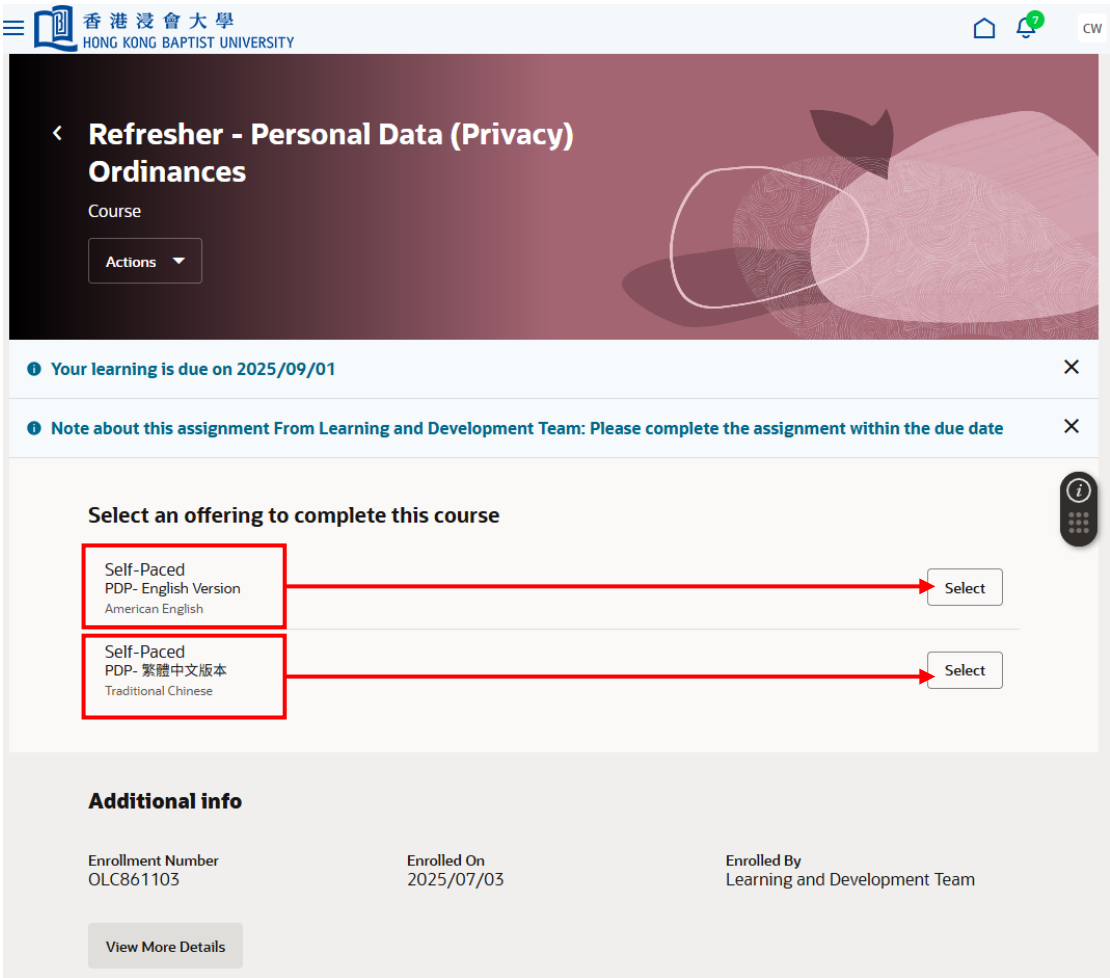


2. 進入 HCM平台後請點“View Enrollment”。  
After logging into the HCM platform, please click “View Enrollment”.

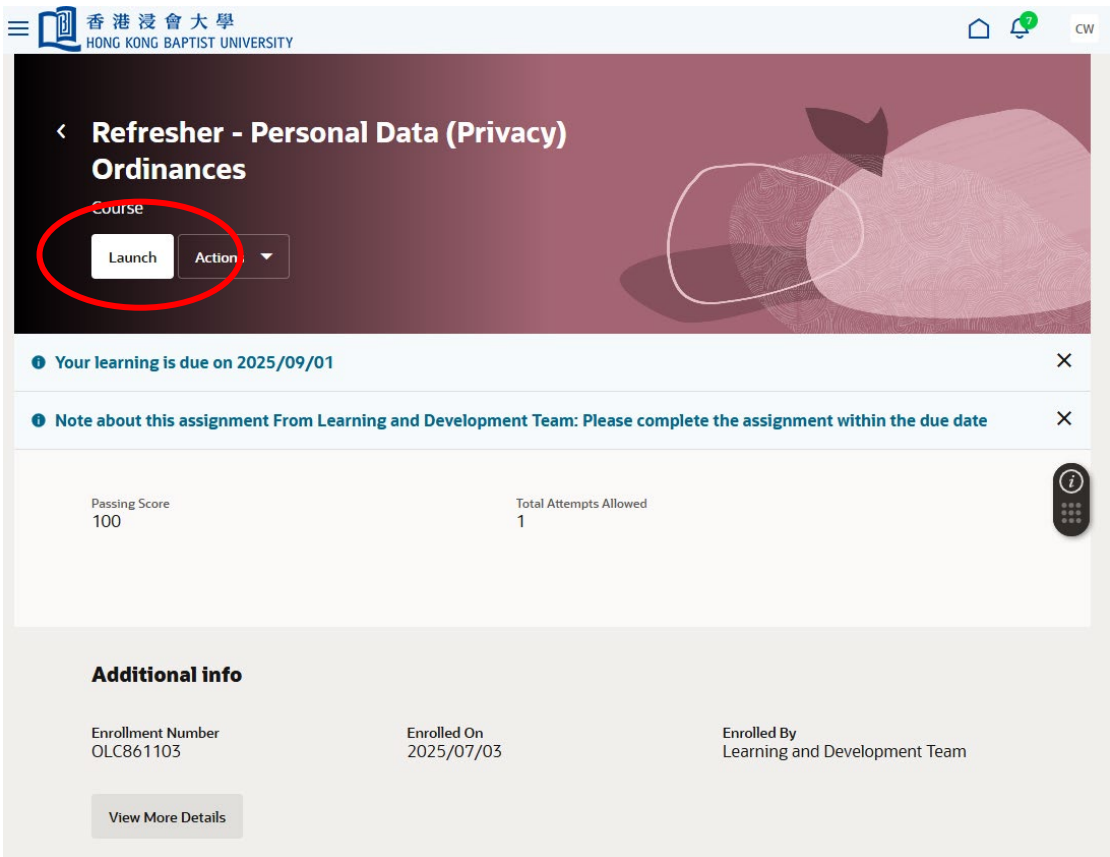


3. 選擇課程語言。  
Select the course language.

請注意，課程語言選擇後則無法更改。  
Kindly note that the course language cannot be changed after selection.



4. 點擊“Launch” 開啓重溫課程。  
Click “Launch” to open the refresher course.




5. 點擊“開始”以閱覽課程。
- Click “Start” to view the course.

OLC ELearning Player - 學校 - Microsoft Edge

https://fa-ewqq-saasfaprod1-fa-ocs-oraclecloud-com.akamaized.net/akstorage/olcplayer/olc-html-player-202404071800/eLearningPlayer.html?\_\_token\_\_=st=175153... A

PDP-CN: refresher-personal-data-privacy-tc


Save and Close

  
香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

個人資料 (私隱) 條例

課程編號: COMP20001

開始



AD-EN: refresher-anti-discrimination-en

Save and Close

  
香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

Anti-Discrimination Laws  
in Hong Kong

Course Number: COMP10001

Start



6. 重溫內容後可進行測驗。

After reviewing the content, you can take the quiz.


OLC ELearning Player - 學校 - Microsoft Edge


https://fa-ewqq-saasfaprod1-fa-ocs-oraclecloud-com.akamaized.net/akstorage/olcplayer/olc-html-player-202404071800/eLearningPlayer.html?\_\_token\_\_=st=175153...

PDP-CN: refresher-personal-data-privacy-tc


Save and Close

個人資料 (私隱) 條例







1. 背景




2. 資料使用者的責任：  
六項保障資料原則




3. 杜絕「起底」



4. 一般指引



5. 參考資料及附錄



6. 測驗

AD-EN: refresher-anti-discrimination-en

Save and Close

Anti-Discrimination Laws in Hong Kong





1. Course Objectives



2. Key Concepts



3. Unlawful Acts



4. Legal Liabilities



5. Prevention  
on Campus



6. HKBU Complaints  
Handling Procedures



7. EOC Complaints  
Handling Procedures



8. Quiz

7. 通過測驗後會顯示結果，請先按右上角 “Save and Close” 儲存紀錄。
- After passing the quiz, the results will be displayed. Please click “Save and Close” at the top right corner to save your record.

請注意，無需點擊影片中的“完成測驗”，直接點選“Save and Close”以保存紀錄。  
否則可能會導致紀錄無法儲存，需重新進行測驗。

Please note that you do not need to click “End of the quiz” in the video; simply click "Save and Close" to save your record. Otherwise, your record may not be saved and you may need to retake the quiz.

OLC ELearning Player - 學校 - Microsoft Edge

https://fa-ewqq-saasfaprod1-fa-ocs-oraclecloud-com.akamaized.net/akstorage/olcplayer/olc-html-player-202404071800/eLearningPlayer.html?\_\_token\_\_=175153... A

PDP-CN: refresher-personal-data-privacy-tc

Save and Close

個人資料 (私隱) 條例  
測驗



測驗結果

測驗分數: 100%

恭喜你通過測驗

重溫課程

~~完成測驗~~

AD-EN: refresher-anti-discrimination-en

Save and Close

Anti-Discrimination Laws in Hong Kong  
Quiz



Results

Your Score: 100%

Congratulations, you passed.

Review the course

~~End of the quiz~~

AD-EN: refresher-anti-discrimination-en

Save and Close

8. 儲存成功後，該重溫課程頁面會更新紀錄為“Passed”。
- After saving successfully, the record for the refresher course will be updated to “Passed” on the course page.

Refresher - Personal Data (Privacy) Ordinances

Course

View Content

Actions

You completed this learning on 2025/07/03 18:36 and it expires on 2028/07/03 18:36

Note about this assignment From Learning and Development Team: Please complete the assignment within the due date

Past attempts

Passed

Attempted On  
2025/07/03 18:36

Actual Effort  
20m 36s

Actual Score  
100

Actual Effort  
0.35 hours

Passing Score  
100

Total Attempts Allowed  
1

Additional info

Enrollment Number  
OLC861103

Enrolled On  
2025/07/03

Enrolled By  
Learning and Development Team

View More Details

9. 你的“Learning Transcript”亦會隨即更新。

Your “Learning Transcript” will also be updated immediately.

Learning Transcript

Print

Updated just now

Refresher - Personal Data (Privacy) Ordinances

Completed on 2025/07/03

Effort 0h 21m

Course

Expires on 2028/07/03

Score 100

Occupational Health and Safety Ordinance (Cap 500)

Effort 0h 11m