

## Diocesan Girls' Junior School

### 拔萃女小學

## Personal Information Collection Statement for Donors

### 收集捐贈者的個人資料聲明

#### 1. Personal Data Privacy 個人資料私隱

This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Privacy Commissioner for Personal Data. The PICS sets out the purposes for which your Personal Data<sup>1</sup> will be used following collection, what you are agreeing to with respect to the use of your Personal Data by Diocesan Girls' Junior School (the School) and your rights under the Personal Data (Privacy) Ordinance (Cap. 486). This PICS may from time to time be revised, or otherwise changed as and when deemed necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

本收集個人資料聲明（「聲明」）是根據個人資料私隱專員發出的指引編制。本聲明申明閣下的個人資料<sup>1</sup>被收集後會被用於甚麼目的、閣下同意拔萃女小學（本校）如何使用相關個人資料以及根據《個人資料（私隱）條例》（第486章）閣下享有的權利。本聲明可能不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸，概以英文版本為準。

#### 2. Purpose of Collection of Personal Data 收集個人資料的目的

Your provision of personal data is voluntary. The information provided will be used by the School to process donation administration (such as issuing receipt acknowledgements, official receipts and payment collection notices, and making donation records), to establish a relationship and to maintain communication with you.

閣下是自願提供個人資料。所有閣下提供的資料將被用來處理捐款的行政工作（如發出臨時收據、正式收據及收款通知以及捐款紀錄等），與閣下建立關係以及保持溝通。

#### 3. Disclosure and Security of Personal Data 個人資料的披露及保安

The School will take all practicable steps to keep your personal data confidential but the School may transfer such data to any person to whom the School is under obligation to make disclosure under the requirements of any law binding on it.

Except as mentioned in the above paragraph, your personal data will be accessible only to designated staff members who are authorized to handle your donation. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

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<sup>1</sup> Personal data means 'personal data' as defined in the Personal Data (Privacy) Ordinance (Cap. 486).

個人資料是指根據《個人資料（私隱）條例》所界定的「個人資料」。

本校將採取所有切實可行的步驟，以確保閣下的個人資料保密，但本校可能會根據具約束力的任何法律規定，移轉該等資料予任何本校有責任向其作出披露的人士。

除上述情況外，閣下的個人資料將只供校方授權處理閣下捐贈的員工查閱。任何被委派處理個人資料的人士將按指示遵照本聲明的規定行事。

#### **4. Access to and Correction of Personal Data 個人資料的查閱及更正**

You have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning your personal data in relation to your donation. You may make such a request by completing the 'Data Access Request Form' (OPS003) ([www.pcpd.org.hk/english/resources\\_centre/publications/forms/files/Dforme.pdf](http://www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf)) and sending the completed form directly to the School Secretary (1 Jordan Road, Kowloon). The School has the right to charge a reasonable fee for processing any data access request.

根據《個人資料（私隱）條例》，閣下有權要求查閱或更正與閣下捐贈事宜相關的個人資料。如閣下希望提出有關要求，請填妥「查閱資料要求表格」（OPS003）（[www.pcpd.org.hk/tc\\_chi/resources\\_centre/publications/forms/files/Dformc.pdf](http://www.pcpd.org.hk/tc_chi/resources_centre/publications/forms/files/Dformc.pdf)），然後以郵寄方式送交本校的校務處秘書（九龍佐敦道一號）。本校有權就處理任何查閱資料的要求收取合理費用。

#### **5. Retention of Personal Data 個人資料的保留**

It is the School's policy to continue to retain your personal data upon completion of processing your donation. Such data are required for the purpose of communication. If you do not wish the School to retain your personal data, please notify the School Secretary in writing (1 Jordan Road, Kowloon).

根據本校的政策，本校會於完成處理捐贈後繼續保留你的個人資料。該等資料將被用作通訊用途。如閣下不希望本校繼續保留有關資料，請以書面方式通知本校的校務處秘書（九龍佐敦道一號）。