

Diocesan Girls' Junior School

拔萃女小學

Personal Information Collection Statement for Staff Members

收集職員的個人資料聲明

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 Data¹ 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¹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

Throughout the course of your employment with the School, the School may collect personal data from you in relation to your health and your employment for handling various human resource management and administrative matters. These matters include, but are not limited to, providing payroll, benefits and compensation, assessing staff members' performance, facilitating staff planning, promotion planning and career development planning, making tax returns, conducting disciplinary proceedings, reviewing employment decisions and handling health and safety matters. You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If the personal data provided are inaccurate or incomplete, the School may not be able to proceed with the purpose for which such data were requested.

本校可能於閣下在職期間，向閣下收集有關閣下的保健及與僱傭相關的個人資料，用以處理各種人力資源管理及行政事宜。這些事宜包括但不限於發放薪酬、福利和補償、評估職員的工作表現、協助進行職工策劃、晉升策劃及職業發展策劃、填報報稅表、進行紀律處分、檢討僱傭決定以及處理保健及安全事宜。閣下須確保向本校提供準確、完整及最新的個人資料。如閣下所提供的個人資料不準確或不完整，本校可能無法繼續處理有關資料以達到收集該等資料的目的。

¹ 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」。

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 your personal data to our insurers and bankers, medical practitioners providing medical services for employees, provident fund managers, other companies engaged in contractual activities on our behalf, and other organizations (e.g. Centre for Health Protection of the Department of Health) for the above-mentioned purposes for which the personal data are to be used. The School may also 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.

The School may include a staff member's image and / or his / her name in photos / videos in the School's publications or on the School's website and social media platforms. A staff member's name, photo, experience and / or teaching qualifications may be made available to relevant School's stakeholders at the discretion of the Headmistress or the School Council.

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

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，但本校可能會移轉閣下的個人資料予保險商、銀行、為僱員提供醫療福利的醫務人員、公積金管理人、其他代表本校從事受合約規範的活動的機構以及其他機構(如衛生署衛生防護中心)，以達到上述提及使用閣下個人資料的目的。此外，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。

本校可能於刊物、網站或社交媒體平台，刊登職員的影像及 / 或在照片 / 短片並展示其姓名。此外，根據校長或校董會的決定，本校可能向相關持分者提供職員的姓名、照片、教學經驗及 / 或教師資歷。

除上述情況外，閣下的個人資料將只供校方授權處理職員個人資料的員工審閱。任何被指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 personnel record. You may make such a request by completing the 'Data Access Request Form' (OPS003), which may be downloaded from (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人事紀錄相關的個人資料。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），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 retain certain personal data of employees for a period of no longer than 7 years from the date the employees leave the School or two years after resolution of any claim / appeal / complaint, whichever is later. Such data are required for any residual employment-related activities of the School in respect of an employee including, but not limited to, the provision of job performance references, processing of applications for re-employment and any matter relating to retirement scheme payments. If you have given express consent for the data to be retained for a longer period, the School may keep your personal data beyond the specified retention period.

根據本校的政策，本校不會保留僱員的部分個人資料超過僱員離職後七年，或任何申索 / 上訴 / 投訴決議後兩年（以時間較後者為準）。該等資料將被用以處理僱員離職後的任何與僱傭有關的事務，包括但不限於提供工作表現評介、處理再聘用申請和任何與退休計劃款項有關的事宜。如閣下明示同意，本校可於指定期限後繼續保留有關資料。