

Diocesan Girls' Junior School

拔萃女小學

Personal Information Collection Statement for Students

收集學生的個人資料聲明

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 study with the School, the School may collect personal data from you and your parents / guardian(s) in relation to your study. The purposes of collection include, but are not limited to, handling matters relating to your health and safety, maintaining ongoing communication with you, attending to day-to-day administrative matters as evidence of your academic and non-academic performance, providing you with services or guidance for your personal growth, facilitating your applications for scholarships and awards, providing you with references in relation to your future study and employment, and recognizing academic and non-academic achievements and sharing such information within the School community and with the public. 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.

本校可能於閣下就讀期間，向閣下及閣下之父母 / 監護人收集與閣下學習相關的個人資料。收集該等資料的目的包括但不限於處理有關閣下的保健及安全事宜、與閣下保持持續的溝通、於處理日常行政事務時證明閣下學術及非學術層面的表現、向閣下提供個人成長的服務或指導、協助閣下申請獎學金計劃及獎項、就閣下將來升學就業事宜提供評介以及表揚閣下學術及非學術層面的成就，並與本校社群及公眾人士分享有關資訊。閣下須確保向本校提供準確、完整及最新的個人資料。如

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」。

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。

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 the Education Bureau, Centre for Health Protection of the Department of Health, Diocesan Old Girls' Association Limited or other organizations (e.g. The Schools Sports Federation of Hong Kong, China) providing services in relation to your study or competitions 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 student's awards, image, work, and / or his / her name in photos / videos in the School's publications or on the School's website and social media platforms. The School will take all reasonable steps to ensure that a student's full name and photo are not put together online and on social media platforms.

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 students. 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教育局、衛生署衛生防護中心、拔萃女書院舊生會有限公司，或其他為閣下提供教育服務或舉辦比賽的機構（如中國香港學界體育聯會），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，刊登學生的獎項、影像、作品及 / 或在照片 / 短片展示其姓名。本校將採取所有合理的步驟，以確保不會同時上載學生的姓名和照片於網頁和社交媒體平台。

除上述情況外，閣下的個人資料將只供校方授權處理學生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 study. 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學習相關的個人資料。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 continue to retain certain personal data of students upon your withdrawal of studies or graduation. Such data are required for the purposes of communications, invitation to school events and provision of references to the concerned universities / employers upon request of the students. 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，本校將於閣下退學或畢業後繼續保留部分個人資料。該等資料將被用以通訊、邀請閣下參與本校的活動以及因應學生的要求向有關大學 / 僱主提供評介。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）。