

順利天主教中學
學校通告 8 (2019-2020)
個人資料收集及私隱政策

敬啟者：

順利天主教中學(下稱「本校」)承諾遵守《個人資料(私隱)條例》，以保護個人資料私隱。為此，本校會採取切實可行步驟，確保嚴格依照《個人資料(私隱)條例》有關私隱、保密及保安條文的標準，處理一切個人資料。

1. 本校持有的學生及家長或監護人的個人資料類別

本校持有的學生及家長個人資料只涉及下兩大類別：

- 學生紀錄——包括每一名正在或曾經就讀本校所辦(或與其他教育機構或團體合辦)課程的學生個人資料、學業紀錄等；
- 家長或監護人紀錄——包括每一名正在或曾經就讀本校學生的家長或監護人聯絡資料。

2. 保存個人資料

一般而言，本校將會長期保存學生及其家長或監護人的個人資料，並只容許獲本校授權的教職員，在合法合理的情況下，按指定目的查閱所需的個人資料，以回應學生本人日後的訴求，並履行機構責任，為其撰寫並簽發具公信力的在學證明書。

3. 使用各類別個人資料的目的

- 家長或監護人資料——為學校與家長間的聯絡之用。
- 學生紀錄——為學務及行政支援之用，包括入學登記、在校的學業、操行、服務及活動紀錄、公開考試成績、學生獎學金及經濟援助、學生輔導、學生升學及事業發展、校友事務、辦學團體屬下各校作教育研究用途的數據分析等。
- 其他紀錄——視乎該等紀錄的性質及收集資料的指明用途，包括本校各項服務和活動相關的行政工作，處理入學申請，推廣及培訓活動、購置服務、意見徵詢、對學校學生及家長或監護人的合法而恰當查詢等。

4. 轉移個人資料

未經事先授權，本校絕對不會將收集或保存的個人資料轉移。本校只會根據收集個人資料時(或之前)，或已向資料提供者預先聲明收集資料的指定用途，把相關的個人資料，披露及/或轉移給教育局、考試及評核局、合法收集資料的政府部門、本校的辦學團體(主要為教育研究用途的數據分析)等。任何第三方一旦獲得本校披露及/或轉移資料提供者的個人資料，均在法律上負有責任，須將該等個人資料保密。

5. 個人資料的準確性

本校採取適當措施，將所持有個人資料的準確性、完整性及關連性保持在合理水平，以符合個人資料收集用途。本校致力將資料提供者的資料保持準確及適時更新，惟仍有賴資料提供者向本校準確提供所需資料，以及盡快通知本校關於其個人資料的任何錯誤或變更。

6. 查閱及改正資料

資料提供者或其合法授權人可以查閱、更新或改正本校所持有資料提供者的個人資料。詳情可向本校校務處查詢。

此致

貴家長

順利天主教中學校長

詹燕珠謹啟

二零一九年九月二日

Circular No.8

Personal Information Collection and Data Privacy Policy

Shun Lee Catholic Secondary School (“the School”) is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual student and their parents and/or guardians would be guaranteed. The School would adopt reasonable and practical steps to protect and process all personal information, according to and in compliance with the Personal Data (Privacy) Ordinance regarding data privacy, confidentiality and security.

1. Categories of personal data of students, parents or guardians held by the School

The School will collect the following two categories of personal data only.

They are:

- Student records, which include personal data and academic attainments in the School (or in collaboration with other educational institutions or organizations) of every current and former student;
- Parent or guardian records, which include the contact information of parents or guardians of every current and former student.

2. Retention of personal data

The School will retain the personal data of students and their parents and/or guardians for a long term. Only authorized staff, under legal and reasonable circumstances, would be able to access the personal data for a purpose specified. Such data is required for fulfilling students’ requests and/or organization responsibilities in the provision of credible student transcripts.

3. Purposes of the use of personal data

- Parent or guardian data for the purpose of communication between parents and the School;
- Student records for academic and administration purposes which include admission registration, academic attainments, conduct, service and activities records, public examination result(s), scholarship and financial assistance records, student counselling, career development, alumni affairs and data collected by the School Sponsoring Body or its member schools for educational research and data analysis, etc.
- Other personal records for various purposes according to the nature of the personal data being collected and the purposes of collection being specified. These include the administration work of the provision of school services and activities, handling of admission applications, school promotion and student training activities, procurement of services, consultations and the handling of legal and appropriate enquiries from the public, etc.

4. Transfer of personal data

Unless prior authorization is received, the School will not transfer any personal data to others. The School may disclose and/or transfer personal data, only for the specific purpose(s) made known to the information provider upon (or before) the collection of personal data, to Education Bureau, Hong Kong Examinations and Assessment Authority, government departments for legal collection of information, our School Sponsoring Body (mainly for the purpose of educational research and data analysis), etc. Any third party to whom the personal data is disclosed and/or transferred to has a legal obligation to keep such personal data confidential.

5. Accuracy of personal data

The School will adopt proper procedures to maintain the accuracy, integrity and relevancy of personal data collected at a reasonable level and in compliance with the purpose(s) of the personal data being collected. The School will ensure personal data of information providers are accurate and up-to-date. However, this relies much on the information provider to provide the School with accurate data and notify the School of any errors or changes in such information.

6. Access and update of personal data

Information provider and his/her authorizer has the right to access, update or amend his/her personal data. Please contact the School General Office for details.

Yours faithfully,

Chim Yin Chu
Principal