

東涌天主教學校
個人資料收集及私隱政策 (學生及家長)
(2025年1月21日修訂版)

東涌天主教學校 (下稱「本校」) 承諾遵守《個人資料(私隱)條例》，以保護學生及家長個人資料私隱。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、資料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、相片、錄音或錄像；
- 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，學生及其家長或監護人的個人資料將不會保存超過必要的時間。本校會採取所有可行的步驟刪除不再適用於其原訂收集目的的個人資料，除非法律禁止刪除或刪除不符合公共利益。本校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如下：

- 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。
- 其他紀錄(包括相片、錄音、錄像、家課及作業)——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。

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。

本人(姓名) _____ 現同意披露本人及敝子弟(學生姓名) _____
的個人資料予 _____ 東涌天主教學校 _____ (學校名稱)，並授權學校按
上述「個人資料收集及私隱政策」，使用及保存本人及敝子弟的個人資料。

日期: _____ 學生家長簽署: _____

TUNG CHUNG CATHOLIC SCHOOL

Personal Information Collection and Data Privacy Policy (Students and Parents)

(Revised on 21 January 2025)

TUNG CHUNG CATHOLIC SCHOOL (“the school”) is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual students 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, academic attainments, photos, sound and video recordings 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 every current and former student's parents or guardians.

2. Retention of personal data

The personal data of students and their parents and/or guardians will be retained no longer than necessary. The School shall take all practicable steps to erase personal data that is no longer required for the purpose for which the data is used unless erasure is prohibited by law or is not in the public interest. Only authorized staff can access the personal data for a specified purpose under legal and reasonable circumstances. Such data are 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.
- Other personal records (including photos, sound and video recordings, homework and assignments) for various purposes according to the nature of the personal data being collected and the purposes of the collection being specified, which 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.

4. Transfer of personal data

The School will only transfer personal data to others if prior authorization is received. 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 the 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 are disclosed and/or transferred 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 that the 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

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

I _____ (name in full) agree to release my son/daughter _____ (name[s]) and my personal information to TUNG CHUNG CATHOLIC SCHOOL (name of school) and authorize the School to use and retain my personal information according to the Personal Information Collection and Data Privacy Policy as stated above.

Date: _____ Signature of Parent: _____