

HOTUNG SECONDARY SCHOOL

何 東 中 學



Tel.: 2577 5433 (Office)
Fax : 2882 4536
Our Ref. : (GEN003E/201920)in HTSS/STUD/1 Pt.2

1 Ka Ning Path,
Causeway Bay,
Hong Kong

2 September, 2019

Dear Parent / Guardian,

Collection of Personal Data

Under the Personal Data (Privacy) Ordinance, our school is obliged to protect the privacy of the personal data of its stakeholders and hence we will faithfully comply with the principles of data protection and will also enforce all relevant stipulations. In the following, the school's policies regarding the protection of the privacy of personal data as well as the collection of personal data of our students and their parents/guardians will be explained in detail. You are therefore advised to read them carefully and thoroughly.

1. Present or former students, as well as their parents/guardians, are obliged to provide the school with all relevant information while applying for admission to the school or requesting educational or other services from the school
2. Personal data are collected from students, parents or guardians for the following purposes :
 - (1) Registration records.
 - (2) Academic and teaching/learning affairs (e.g. registering for public examinations, participation in learning activities or training, etc.).
 - (3) Student development affairs (e.g. discipline matters, counselling, career guidance for further studies or employment, participation in various public or inter-school competitions, participation in various extra-curricular activities, etc.).
 - (4) General student affairs (e.g. subscription for newspapers or magazines, purchase of exercise books, purchase of school uniforms, ordering of lunchboxes, taking of document photos, application for various student subsidies, etc.).
 - (5) Communication with parents and alumnae (e.g. official newsletters published by the Parent-Teacher Association and Alumni Association, etc.).
 - (6) Display of students' learning outcomes and achievements :
 - The media adopted for such display include, though not limited to, webpages on school website, school publications, display boards, etc.
 - Display of students' learning outcomes and achievements may take the form of videos, photographs, audio recordings or written descriptions, and may include students' works and details of their awards (e.g. name, class and prize received).
 - Such display is intended to give public recognition to students' accomplishment, to foster a spirit of mutual respect and appreciation among their peers, to strengthen the sense of belonging to their mother school among students and alumnae, to nurture a strong bond with the community, and, last but not least, to enable parents/guardians to have a better understanding of students' abilities.

- In order to realize the aims listed above, the school may seek to display students' learning outcomes and achievements through the various media publicly available. This, however, will not be undertaken for any commercial purposes.
3. The school will designate or authorize members of its teaching staff to carefully and properly handle personal data of its students, parents and guardians so as to ensure stringent protection of privacy. If necessary, the school will provide relevant information to government departments or organizations (e.g. the Education Bureau, Accident & Emergency Departments, Department of Health, Centre for Health Protection, Social Welfare Department, Student Financial Assistance Agency, the Hong Kong Examinations and Assessment Authority, etc.).
 4. Under the Personal Data (Privacy) Ordinance, any present or former students of our school and her parents or guardians have the right to access their personal data and, if necessary, to request amendment of such data.

Please complete the attached reply slip and have it returned to the Class Teacher by Wednesday 4 September, 2019. For any enquiry, you are welcome to contact Miss Kam Yi-fong, Assistant Principal, at 2890 4709. Thank you very much for your attention.

Yours truly

CHENG SIU Kam-sheung
Principal

REPLY SLIP

Dear Principal,

Collection of Personal Data

I, parent / guardian of student _____ (name) in _____ (Class) _____
(Class No.), acknowledge receipt of the letter concerning the captioned subject.

I * agree / do not agree to abide by the arrangements made by the school to implement its policies regarding the protection of the privacy of personal data as well as the collection of personal data of its students and their parents/guardians.

Parent / Guardian's Signature : _____

Parent / Guardian's Name: _____

Date: _____ September, 2019

*(*please delete whichever inapplicable)*