



Concordia Lutheran School

Privacy Policy & Personal Information Collection Statement

Concordia Lutheran School (“the School”) collects, handles and retains the personal data provided by staff, students and their parents/guardians, job applicants, service suppliers and services applicants (“data subject”) under the Personal Data (Privacy) Ordinance.

1. Purpose & Measures of Collection

- i. The school collects, keeps, handles and uses the personal data provided for the purposes of student admission, enquiries follow-up, participation of activities/courses/services, invoices, survey, analysis, recruitment, personnel management and necessary communications.
- ii. All personal data are provided as optional. In the absence of required personal data, the school may not be able to process your requests/applications.
- iii. Personal data will only be retained for so long as necessary to fulfill the purpose of collection; and will erase your personal data thereafter. We will ensure the security of your personal data and protect them from unauthorized access.
- iv. The collected personal data will be kept confidential. The personal data will be used (and disclosed) to third parties for the purposes for which they were collected, and where we are required to do so by law and as specified in the relevant Personal Information Collection Statement.
- v. The use of personal data for any new purpose which is not or is unrelated to the original purpose when collecting the data is prohibited, unless with the data subject’s voluntary consent. A data subject can withdraw his/her consent previously given by written notice addressing to the School Executive Officer.

2. Disclosure & Transfer of Personal Data

Under general circumstances, the school will not transfer, sell, trade or disclose any information or personal data provided to us to any third party without data subject’s prior consent or notice to him/her. However, under necessary circumstances, the school may transfer personal data to third parties (e.g. public sectors, Education Bureau, HKSAR government), institutes, supporting body, the I.M.C. and more, for the purposes of investigating and following up on non-attendance/dropout and departure cases, student admission, enquiries follow-up, participation of activities/courses/services, invoices, survey, analysis, recruitment, personnel management and necessary communications.

3. Data Access and Correction

Data subject has the right to request for access and correction of his/her personal data held by the school. Any data access and correction request according to the Ordinance should be made in writing to the School Executive Officer by email at mail@cls.edu.hk. A fee will be imposed to applicant for processing data access request.

Reference:

1. Personal Data (Privacy) Ordinance, Cap. 486

Website 1: https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html

Website 2: <https://www.elegislation.gov.hk/hk/cap486!en-zh-Hant-HK.pdf?FROMCAPINDEX=Y>