



路德會協同中學

私隱政策及個人資料收集聲明

路德會協同中學（以下簡稱「本校」）按照香港法例第 486 章《個人資料（私隱）條例》所載的規定收集、處理及管有教職員、學生及其家長或監護人、應徵者、服務承辦者及服務申請者（以下簡稱「資料提供者」）的個人資料。

一、收集個人資料的目的及措施

1. 本校收集、保存、處理及使用資料提供者的個人資料用作申請入學、跟進查詢、參與活動／課程／服務的相關用途、簽發收據、收集意見、資料分析、招聘、人事管理及必要之校務通訊等相關用途。
2. 所有個人資料均屬自願提供。倘若未能提供所需的個人資料，本校則不會處理有關要求／申請。
3. 所收集的個人資料將予以保存直至完成與收集目的相關的工作為止；並會在此之後刪除相關個人資料。本校會確保個人資料的私隱安全，並保障其不會在未經授權的情況下使用。
4. 資料提供者的個人資料將獲保密。個人資料有機會被第三方使用（和披露給第三方）以履行收集資料的目的，以及按法律要求和相關個人資料收集聲明中的規定而被使用。
5. 除非得到資料提供者自願給予的明示同意，否則本校不會將其個人資料用於「新目的」，即原先收集資料時擬使用或相關的目的以外的目的。資料提供者有權以書面通知本校學校行政主任，撤回先前曾給予的同意。

二、披露及轉交個人資料

在一般情況下，本校絕不會在未經資料提供者事先同意或被知會下將其提交的任何資訊或個人資料出售、交換或披露予第三者；但在必要情況下，本校有可能向第三者（例如公共機構、教育局、香港特別行政區政府）、院校（不論是在香港境內或境外）、辦學團體、法團校董會等披露部分資料，以作調查及跟進學生缺課／輟學及離校個案、申請入學、跟進查詢、參與活動／課程／服務的相關用途、簽發收據、收集意見、資料分析、招聘、人事管理及必要之校務通訊等相關用途。

三、查閱及修正個人資料

資料提供者有權要求查閱及修正本校所持有的個人資料。根據《個人資料（私隱）條例》規定，所有查閱及修正資料的要求應以書面形式提出。如有相關要求，請透過電郵向本校學校行政主任提出（電郵地址：mail@cls.edu.hk）。如需複印個人資料副本，複印費由提出要求者支付。

參考資料

(1) 香港法例第 486 章：《個人資料（私隱）條例》：

網址 1：https://www.pcpd.org.hk/tc_chi/data_privacy_law/ordinance_at_a_Glance/ordinance.html

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



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>