

Telephone : 29810432
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Address : 30 Kwok Man Road, Cheung Chau

Dear Parents/Guardians:

Personal Information Collection and Data Privacy Policy

In compliance with the Personal Data (Privacy) Ordinance and other applicable laws, our school is dedicated to safeguarding the privacy and security of personal data of our students, their parents, and guardians.

This statement provides an overview of the types of personal data held by the school and explains our policies regarding the handling of such data.

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/guardian 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 illegally. 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.



Mr. Lau Hon Wing (Supervisor)
Ms. Kwok Yuen Ki (Principal)

21st September, 2026

Circular 57E/26
(For the whole school)

Personal Information Collection and Data Privacy Policy 【Reply Slip】

Dear Principal :

I acknowledge that I have read and received the "Personal Information Collection Statement".

Parent's signature : _____