

## 仁愛堂陳黃淑芳紀念中學

### 收集個人資料聲明 (自行分配學位申請)

#### 資料收集目的：

我們將使用您提供的個人資料進行收生審核程序，以評估您是否符合本校的入學標準和要求。我們將使用這些資料來評估您的學術成績、技能、經驗和其他相關資訊。

#### 收集的個人資料類別：

我們可能收集以下類別的個人資料：

- 身份證明文件 (例如護照、身份證或居留證明)
- 聯繫資訊 (例如姓名、地址、電話號碼和電子郵件地址)
- 學術記錄 (例如成績單、畢業證書)
- 個人陳述或推薦信
- 其他相關資料 (例如語言能力、研究計劃或經歷)

#### 資料處理和保護：

我們將嚴格遵守相關的隱私法律和規定，並採取適當的技術和組織措施來保護您的個人資料。只有需要處理這些資料的授權人員才能訪問您的個人資料，並且他們將遵守保密義務。

#### 資料存儲和保存期限：

我們將在註冊機構的指導下保存您的個人資料，並且僅在必要的情況下保留此類資料。一旦您的申請處理完畢，我們將根據相關法律的規定銷毀或匿名化這些資料。

#### 資料共享：

我們僅會在必要的情況下與相關方共享您的個人資料。這可能包括學術審核委員會、招生和相關部門。我們將確保這些第三方也會遵守適用的隱私法律和規定。

#### 您的權利：

您有權查詢、更正或刪除我們持有的關於您的個人資料，除非法律另有規定。如果您希望行使這些權利，請與我們聯繫，我們將協助您處理您的請求。

請注意，提交申請即表示您同意我們根據上述聲明收集、處理和保護您的個人資料。如果您有任何疑問或需要進一步的資訊，請隨時與我們聯繫。

## Yan Oi Tong Chan Wong Suk Fong Memorial Secondary School

### Personal Data Collection Statement (Discretionary Places)

#### Purpose of Data Collection:

We will use the personal data provided by you for the admission review process to assess your eligibility and suitability for enrollment at our school. We will use this information to evaluate your academic records, skills, experiences, and other relevant details.

#### Categories of Personal Data Collected:

We may collect the following categories of personal data:

- Identity documents (e.g., passport, identification card, or residency proof)
- Contact information (e.g., name, address, phone number, and email address)
- Academic records (e.g., transcripts, graduation certificates)
- Personal statements or recommendation letters
- Other relevant information (e.g., language proficiency, research plans, or experiences)

#### Data Processing and Protection:

We will strictly comply with applicable privacy laws and regulations and implement appropriate technical and organizational measures to protect your personal data. Only authorized personnel who need to process this data will have access to your personal information, and they will be bound by confidentiality obligations.

#### Data Storage and Retention Period:

We will retain your personal data in accordance with the guidance of regulatory bodies and only for as long as necessary. Once your application process is complete, we will destroy or anonymize this data in accordance with relevant legal requirements.

#### Data Sharing:

We will only share your personal data with relevant parties on a need-to-know basis.

This may include academic review committees, admissions offices, and related departments. We will ensure that these third parties also comply with applicable privacy laws and regulations.

**Your Rights:**

You have the right to inquire about, correct, or delete the personal data we hold about you, unless otherwise required by law. If you wish to exercise these rights, please contact us, and we will assist you with your request.

Please note that by submitting your application, you consent to us collecting, processing, and protecting your personal data as outlined in the above statement. If you have any questions or need further information, please feel free to contact us.