

ECF Saint Too Canaan College
Personal Information Collection Statement

I. Aim

1. The school has the rights and obligations to collect and protect the personal data of staff, students and parents/guardians.
2. The school has the rights and obligations to ensure that the personal data is handled according to the following guidelines.

II. Usage of the Personal Data

1. The staff personal data will be used for one or more of the following purposes:
 - 1.1. Staff management matters
 - 1.2. Teacher registration in EDB
 - 1.3. Tax return to the Inland Revenue Department
 - 1.4. School insurance matters
 - 1.5. Internal staff communication
2. The student personal data will be used for one or more of the following purposes:
 - 2.1. Student registration
 - 2.2. Student record
 - 2.3. Learning and Teaching matters
 - 2.4. Student assessment
 - 2.5 Student counseling and support services
3. The parent/ guardian personal data will be used for contact purpose.
4. The personal data may be disclosed to EDB, Inland Revenue Department, Insurance Company or other government departments for the above purposes. The school will ensure that the personal data disclosed to other staff member of the school is essential for internal communication only.
5. Staff, students and parents/ guardians should provide accurate and update data to the school. Otherwise, it may affect the processing and outcome of the above work.

III. Record Keeping of the Personal Data

1. The school will keep the record of personal data of staff, students, parents/ guardians according to the actual needs.

2. The personal data of staff, students and parents/guardians will be kept in locked cabinets or rooms and can be accessed by authorized staff only. For data kept in the computer, there should be password protection. External data storage devices such as USB, external hard disc should be kept in locked cabinet.
3. Staff are not allowed to take away the personal data out of the school without the prior approval from the Principal.
4. The personal data collected during the staff recruitment exercise will be handled as below:
 - a. Those applicants not selected for interview, their application information will be disposed within 3 months after the interview.
 - b. Those applicants who have been invited for interview but not being offered the appointment, their application information will be kept for 1 year after the interview.

IV Right to Access to the Personal Data

1. Staff, students and parents/ guardians have the right to request access to and correct their personal data as provided for in Section 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of their personal data subject to payment of a photocopying fee.
2. Enquiries concerning the personal data, including making of access and corrections, should be addressed to the Principal in written form.

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