

Diocesan Girls' School

拔萃女書院

Personal Information Collection Statement for Admission Applicants

收集入學申請者的個人資料聲明

1. Personal Data Privacy 個人資料私隱

This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Privacy Commissioner for Personal Data. The PICS sets out the purposes for which your Personal Data¹ will be used following collection, what you are agreeing to with respect to the use of your Personal Data by Diocesan Girls' School (the School) and your rights under the Personal Data (Privacy) Ordinance (Cap. 486). This PICS may from time to time be revised, or otherwise changed as and when deemed necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

本收集個人資料聲明（「聲明」）是根據個人資料私隱專員發出的指引編制。本聲明申明閣下的個人資料¹被收集後會被用於甚麼目的、閣下同意拔萃女書院（本校）如何使用相關個人資料以及根據《個人資料（私隱）條例》（第486章）閣下享有的權利。本聲明可能不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸，概以英文版本為準。

2. Purpose of Collection of Personal Data 收集個人資料的目的

The information provided will be used by the School to assess your suitability for places at the School and process your applications for admission. It is mandatory for you to provide your personal data in the School's S1 application system, 'Portfolio Summary Form', 'Personal Information Form (Sports)', 'Supplementary Information Covering Sheet' and 'Application Form for Secondary One Places' if you wish to apply for S.1 places and the "Personal Data Form" if you wish to apply for S.2 to S.5 places. You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If the personal data provided are inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

所有閣下提供的資料將被用來評估閣下是否適合就讀本校及處理閣下的入學申請。如閣下欲申請中一學位，須於本校的中一學位申請系統、「學生個人資料概覽」、「個人資料表格（體育）」、「補充資料封面頁」及「中一入學申請表」內提供個人資料。如閣下欲申請中二至中五學位，須按「學生個人資料概覽」，提供個人資料。閣下須確保向本校提供準確、完整及最新的個人資料。如閣下所提供的個人資料不準確或不完整，本校可能不會處理有關申請或有關申請的結果可能受到影響。

¹ Personal data means 'personal data' as defined in the Personal Data (Privacy) Ordinance (Cap. 486).

個人資料是指根據《個人資料（私隱）條例》所界定的「個人資料」。

3. Disclosure and Security of Personal Data 個人資料的披露及保安

The School will take all practicable steps to keep your personal data confidential but the School may transfer such data to any person to whom the School is under obligation to make disclosure under the requirements of any law binding on it.

Except as mentioned in the above paragraph, your personal data will be accessible only to designated staff members who are authorized to handle your personal data in the selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

本校將採取所有切實可行的步驟，以確保閣下的個人資料保密，但本校可能會根據具約束力的任何法律規定，移轉該等資料予任何本校有責任向其作出披露的人士。

除上述情況外，閣下的個人資料將只供校方授權於甄選過程中處理閣下個人資料的員工查閱。任何被委派處理個人資料的人士將按指示遵照本聲明的規定行事。

4. Access to and Correction of Personal Data 個人資料的查閱及更正

You have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning your personal data in relation to your admission application. You may make such request by completing the 'Data Access Request Form' (OPS003) (www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf) and sending the completed form directly to the Personal Data Privacy Officer of the School (1 Jordan Road, Kowloon). The School has the right to charge a reasonable fee for processing any data access request.

根據《個人資料（私隱）條例》，閣下有權要求查閱或更正與閣下入學申請相關的個人資料。如閣下希望提出有關要求，請填妥「查閱資料要求表格」（OPS003）（www.pcpd.org.hk/tc_chi/resources_centre/publications/forms/files/Dformc.pdf），然後以郵寄方式送交本校的個人資料私隱主任（九龍佐敦道一號）。本校有權就處理任何查閱資料的要求收取合理費用。

5. Retention of Personal Data 個人資料的保留

All admission application data for unsuccessful applicants will be discarded by the School two years after completion of the admission exercise or two years after resolution of any claim / appeal / complaint, whichever is later.

未獲取錄申請人的入學申請資料將於本校完成入學申請程序後兩年，或決議任何申索 / 上訴 / 投訴後兩年（以時間較後者為準）全部銷毀。