

明愛屯門馬登基金中學
2022-2023 年度 家長通告

敬啟者：

個人資料收集及私隱權利保障

本校有責任遵守及履行《個人資料(私隱)條例》的規定來收集、貯存及運用學生及家長/監護人的個人資料。為保障本校學生的私隱權利，現將有關注意事項臚列，敬請家長留意：

1. 家長對學校所提供之個人資料將用作學生註冊、紀錄或提供輔導服務參考之用，而家長或監護人之個人資料則主要用作學生註冊、溝通或資料核對之用途。
2. 本校可能將收集所得的個人資料向有關之本校同工、法團校董會教育局及其他有關之政府部門或機構披露，作上文(1)所述用途。如學校須使用學生/家長或監護人個人資料作上文(1)項以外用途，本校會事先取得家長或監護人同意。
3. 家長或監護人必須提供正確個人資料以便作出上文(1)項所述的用途，如所提供的資料不充分，本校可能無法辦理上述有關事宜。
4. 根據《個人資料(私隱)條例》第十八及二十二條和附表一第六原則的規定，資料當事人有權要求查閱及更正個人資料，如欲查閱及更正個人資料，請以書面向校長提出要求。
5. 收集的個人資料將會儲存及紀錄在本校至指定年期後銷毀。
6. 為加強本校與社區的溝通，學校亦會透過不同媒介發佈學校正面訊息包括出版刊物、印製宣傳單張、製作網頁等，其中內容或會涉及本校學生的個人資料如姓名、班別及個人成就(如所獲獎項、考試優異成績等)。
7. 為加強校舍保安及保障師生的安全，本校已在學校正門、側門及各層走廊安裝閉路電視。惟有關安排僅作阻嚇及發生特殊事件時作事後調查之用，絕對不會對師生的私隱構成影響，而所收錄的資料將會依照個人資料(私隱)條例的規定處理。
8. 為保障學生的私隱權利，在未經校方同意下，請勿擅自在校內拍照或錄影，違者可能涉及觸犯私隱條例，敬請家長留意。

此致
貴家長

校長
袁國明 謹啟

二零二二年九月一日



家長通告第 2223_008 號

〔 回 條 〕

敬覆者：

本人已知悉有關「個人資料收集及私隱權利保障」事宜。

此覆
明愛屯門馬登基金中學

中_____班_____號 學生：_____

家長簽署：_____

家長姓名：_____

日期：_____

Caritas Tuen Mun Marden Foundation Secondary School
2022-2023 Parents Notice

1 September 2022

Dear Parents/Guardians,

Personal Data Collection and Protection of the Right to Privacy

The school is obligated to comply with the provisions of Personal Data (Privacy) Ordinance in the collection, storage and use of the personal data of students and parents/ guardians. In order to protect the students' rights to privacy, please note the following:

1. The personal data provided by the parents to the school will be used for student registration and served as a reference for record or provision of counselling services; the parent or guardian's personal data will be used primarily for student registration, communication or verification purposes.
2. The school may disclose the collected personal data to relevant co-workers, the school's Incorporated Management Committee, Education Bureau and other relevant government departments or agencies for the purposes mentioned in the item (1) above. If the school is required to use the student/parent or guardian's personal data for purposes other than the item (1) above, the school will obtain the parent or guardian's prior consent.
3. Parents or guardians must provide correct personal information for the purposes described in the item (1) above. If the information provided is insufficient, the school may not be able to handle the related matters aforesaid.
4. As provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, the data subject has a right of access and correction with respect to personal data. For access to or correction of personal data, please make a written request to the Principal.
5. The personal data collected will be stored and recorded in the school and will be destroyed after a designated time.
6. To enhance communication between the school and the community, the school will publish positive information through different media including publications, leaflets, web pages, etc., which may involve personal information of the students such as names, classes and personal achievements (e.g. awards, excellent results in examinations, etc.).
7. To strengthen the security of the school and ensure the safety of teachers and students, the school has installed closed-circuit television in the main entrance, side entrance and corridors on each floor of the school. Such placement is only used for deterrence and post-incident investigation, which will not affect the privacy of teachers and students. The information collected will be handled in accordance with the requirement of the Personal Data (Privacy) Ordinance.
8. In order to protect the students' privacy, please do not take photographs or video recordings on campus without the consent of the school. Please note that the offenders may be in violation of the privacy ordinance.

Yours faithfully,

Mr. Yuen Kwok Ming
Principal

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Parents Notice No.: 2223_008

Reply slip

Dear Sir,

I acknowledge the notice on "Personal Data Collection and Protection of the Right to Privacy"

Name of Student	:	
Class and Class no.	:	()
Signature of Parent / Guardian	:	
Name of Parent / Guardian	:	
Date	:	