A. M. D. G.
WAH YAN COLLEGE HONG KONG
A JESUIT SECONDARY SCHOOL
281 QUEEN'S ROAD EAST, HONG KONG
香 港 華 仁 書 院
香港皇后大道東281號

Tel: (852) 2572 2251
Fax:(852) 2572 9370
https://web.wahyan.edu.hk
wahyan@wahyan.edu.hk

Personal Information Collection Statement

個人資料收集聲明

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 data*** will be used following collection, what you are agreeing to with respect to the use of your **personal data*** by Wah Yan College, Hong Kong (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 versions 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。本聲明申請人的**個人資料***被收集後會被用於甚麼目的、申請人同意香港華仁書院(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)申請人享有的權利。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

All **personal data*** provided by Secondary Discretionary Places applicants is collected for the purpose of processing admission applications for Secondary 1 Discretionary Places at our school, and for transferring relevant **personal data*** to the Education Bureau for education-related purposes. All Applicants must ensure that all **personal data*** provided to the School are accurate, complete and up to date. If the **personal data*** provided is inaccurate or incomplete, your application may not be processed, or the outcome of the application may be affected. 所有中一自行分配學位申請人所提供的**個人資料***，目的是用於處理本校中一自行分配學位的入學申請，及轉移相關**個人資料***予教育局作與教育相關的用途。若所提供的**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。

* **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**》(第486章)所界定的「個人資料」。

3) Disclosure and Security of Personal Data 個人資料的披露及安全

The School will take all practicable steps to keep your **personal data*** confidential, but the School may transfer such data to the Education Bureau for education-related purposes. Except as mentioned in the above paragraph, your **personal data*** will be accessible only to designated staff members who are authorised 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. 學校將採取一切切實可行的措施保護您的**個人資料***，但學校可能會將此類資料轉交給教育局用於教育相關用途。除上述情況外，申請人的**個人資料***將只提供本校授權於甄選過程中處理**個人資料***的教職人員查閱。任何被委派處理**個人資料***的教職人員，均須依照《**個人資料(私隱)條例**》的規定處理。

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 a request by completing the 'Data Access Request Form' (OPS003) (https://www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf) and sending the completed form directly to the School office of the School (281 Queen's Road East, Wanchai). The School has the right to charge a reasonable administration fee for processing any data access request. 根據《**個人資料(私隱)條例**》，申請人有權要求查閱或更正與入學申請相關的**個人資料***。如申請人希望提出有關要求，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)，然後以寄送方式送交本校的校務處(灣仔皇后大道東281號)。本校有權就處理任何查閱資料的要求收取合理行政費用。

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 six months after completion of the admission exercise. 未獲取錄的申請人,其入學的申請資料將於本校完成入學申請程序六個月後全部銷毀。