

# 香港紅卍字會大埔卍慈中學

## 收集個人資料聲明

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。閱讀本聲明後代表閣下同意香港紅卍字會大埔卍慈中學（本校）使用相關個人資料。

### 1. 收集目的

學校所有申請表格內所收集的個人資料，只會用作處理相關申請。

### 2. 準確性

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有誤，或會影響申請結果。

### 3. 保密原則

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，除非閣下已明確同意改變資料的用途，或該等用途得到法律准許，否則本校不會把已收集的個人資料轉移予第三方。

### 4. 查閱及更正

閣下有權要求查閱或更正與閣下所提供的個人資料。如閣下希望提出有關要求，請填妥個人資料私隱專員根據《個人資料（私隱）條例》第 67 條所指明的「查閱資料要求表格」（OPS003），透過電郵（電郵地址：[info@hkrstps.edu.hk](mailto:info@hkrstps.edu.hk)）向本校提出。本校有權就處理任何查閱資料的要求收取合理的行政費用。

### 5. 儲存與保留

若閣下的申請未獲取錄，閣下的申請資料將於申請過程完結後半年內，或決議任何申索 / 上訴 / 投訴後半年內（以時間較後者為準）全部銷毀。

**Hong Kong Red Swastika Society Tai Po Secondary School**  
**Personal Information Collection Statement**

This Personal Information Collection Statement ("Statement") is prepared in accordance with the guidelines issued by the Privacy Commissioner for Personal Data. After reading this statement, you agree that the Hong Kong Red Swastika Society Tai Po Secondary School ("Our school") can use your relevant personal data.

**1. Purpose of Collection**

The personal data collected in all application forms of our school will only be used for processing the relevant application.

**2. Accuracy**

You must ensure that you provide us with accurate, complete and up-to-date personal data. If the personal information you provide is incorrect, the application result may be affected.

**3. Principle of Confidentiality**

Our school will take all practicable steps to ensure the confidentiality of your personal data. Unless you have expressly agreed to change the purpose of the data, or such use is permitted by law, the school will not transfer the collected personal data to a third party.

**4. Review and Correction**

You have the right to request access to or correction of the personal data provided by you. If you wish to make such a request, please complete the "Data Access Request Form" (OPS003) specified by the Privacy Commissioner for Personal Data pursuant to Section 67 of the Personal Data (Privacy) Ordinance, and send it by email (email address: info@hkrstps.edu.hk) to our school. Our school reserves the right to charge a reasonable administrative fee for processing any data access request.

**5. Storage and Retention**

If your application is not accepted, your application data will be destroyed within six months after the completion of the application process, or within six months after the resolution of any claims, appeals, or complaints (whichever is later).