

28 August 2018

Dear S1 Parents and Students,

**Personal data collected by school**

In accordance with the Personal Data (Privacy) Ordinance which protects privacy of individuals, we are informing you of the possible use of personal data collected and the manner the data will be handled by our school. Please kindly read and express your consent by signing the attached “Parental Consent Form”. Please return the form to the Class Teacher by 4 September 2018. Thank you.

Yours sincerely,

Ng Miu Yee  
Principal  
Carmel Secondary School

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學校通告 C1807 號  
有關學校收集個人資料事宜

各位中一級家長及同學：

根據《個人資料(私隱)條例》保障個人私隱，本校現特函通知閣下本校所收集的個人資料的用途及處理方法，祈請閣下細閱並簽署夾附的「家長同意書」以示允准，並請於2018年9月4日或以前將同意書交回班主任。

迦密中學校長  
伍妙儀啟

主曆二零一八年八月二十八日

**Carmel Secondary School**

迦密中學

**Parental Consent Form**

家長同意書



Personal Information Collection Statement:

收集個人資料聲明:

1. From time to time it is necessary for students (or their parents/guardians) to supply the school with certain personal data for school administrative, academic, student development purposes and alumni activities.

學生(或家長/監護人)偶爾需要因應行政、學術、學生發展及校友活動等用途，提交個人資料。

2. Personal data will be kept confidential and handled by the school's staff members. The school may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.

提交的個人資料會保密，只由校內員工處理。惟學校會按行政、學術需要，將部份個人資料送交獲授權的代理人或人士。

3. Please refer to the school's Personal Data Protection Policy, which is available upon request at the General Office, for more information.

學校可因應要求，提供「保障個人私隱資料措施」文件，以供參閱。家長可往校務處索閱。

I have read this consent form and understand that my child's personal information will be used for the school which may include:

本人已細閱此同意書，知悉學校有可能使用敝子弟的下列資料：

■ Name and image

姓名及照片

■ Assignments, notes, presentations, school-based projects, etc.

作業、筆記、簡報、專題研習等

■ Academic and non-academic achievements (e.g. school and public exam results and prizes, etc.)

學術及非學術成就(例如校內和公開試成績與獎項)

■ Any material related to educational purposes

任何因應在學需要而使用的資料

This consent will be considered valid from the date at which it is signed until the student's graduation or when permission has been explicitly withdrawn.

此同意書一經簽署，會保存到敝子弟畢業或本人要求撤銷為止。

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Class Number: \_\_\_\_\_

學生姓名

班別

學號

Student's Signature: \_\_\_\_\_

學生簽署

Date: \_\_\_\_\_

日期

Parent/Guardian's Signature: \_\_\_\_\_

家長 / 監護人簽署

Date: \_\_\_\_\_

日期