

LUNG KONG WORLD FEDERATION SCHOOL LIMITED
LAU WONG FAT SECONDARY SCHOOL

Personal Information Collection Statement

To Parents/Guardians:

This Personal Information Collection Statement (PICS) is made in accordance with the Personal Data (Privacy) Ordinance (the Ordinance). This statement explains:

- 1) The reason why Lung Kong World Federation School Limited Lau Wong Fat Secondary School (the School) collects and uses personal data that are pertinent to you and your child (such as name, address, contact details, photographs, and other information that may identify you or your child);
- 2) To whom the personal data may be transferred or disclosed; and
- 3) The ways to access and update your and/or your child's personal data.

All personal data you provide when your child applies for admission will be used for the following purposes:

- To fulfill admission arrangements;
- To perform the administrative, educational, academic, and research duties of the School;
- For health and safety measures;
- To disclose as required by law, regulation, or court order in any jurisdiction, and/or as required by any courts, governments, supervisory or regulatory bodies, or administrative organization (whether within or outside Hong Kong) (including Hong Kong Education Bureau and Hong Kong Centre for Health Protection, etc.);
- Any other supplementary or related purposes in connection with the above-mentioned items.

When collecting data, you must provide the specified personal data. If you fail to provide the specified personal data as required, the School may not be able to process your child's application, enrollment, and/or admission arrangements.

Your personal data and your child's personal data may be disclosed and transferred to third parties (within or outside Hong Kong) for the purposes mentioned above or related thereto, including any agents, contractors, or third-party services who provide administrative, legal, telecommunication, computer, payment, data processing or other services to the school, as well as courts, governments, supervisory and regulatory authorities or administrative bodies or related departments.

Generally, personal data will only be retained for a longer period of time unless required by law. The personal data will be retained for the necessary period or will be retained for a maximum of 7 years.

In accordance with the Personal Data (Privacy) Ordinance, without your consent, the School may not use the information in marketing promotion or make it available to others. You have the right to request access to, photocopying of, and correction of any personal data you have provided. If you wish to exercise these rights, please complete the "Personal Data (Privacy) Ordinance – Data Access Request Form" (<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>) or request for changes, and submit it directly to the Vice Principal of the School. We will respond promptly to your request in accordance with the laws and rules as stipulated in the Ordinance.

Lung Kong World Federation School Limited Lau Wong Fat Secondary School,
December 8, 2023