

德蘭中學
收集申請人／學生個人資料聲明

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| 收集目的 | (1) 本校將使用報名表上的個人資料進行學位甄選工作，並在有需要時與申請人聯絡。
(2) 在報名表上填報個人資料純屬自願性質。不過，如提供的資料不足，可能會影響本校與申請人的聯絡。 |
| 資料傳交 | (3) 為作上文第(1)段所述的用途，報名表所載的資料除供本校內部之用外，部份資料將會上傳與教育局學位分配組使用。 |
| 查閱個人資料 | (4) 根據《個人資料（私隱）條例》（香港法例第 486 章）規定，填報這份報名表的人士有權查閱和更正提供的個人資料，包括索取報名表內有關個人資料的副本。 |
| 查詢 | (5) 如對在這份報名表內填報的個人資料有任何查詢，包括查閱及更正資料，請與本校聯絡。 |
| 保留期限 | (6) 本校會於學位甄選工作完成後一年將所有由申請人遞交的申請資料全部銷毀。 |

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Applicant's/Student's Personal Data Collection Statement

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| Purpose of Collection | (1) The school will use the personal data provided in the application form to process school place application and will contact the applicant when necessary.
(2) The personal data in the application form is provided on a voluntary basis. However, if the data provided is insufficient, this may hinder the communication between the school and the applicant. |
| Transfer of Data | (3) Apart from the purpose stated in (1) above, part of the personal data provided in the application form will also be sent to the School Places Allocation Section of the Education Bureau. |
| Access to Personal Data | (4) According to the Personal Data (Privacy) Ordinance Cap. 486, a data subject has the right to request access and correction to the personal data provided in the application form, including obtaining a copy of it. |
| Enquiry | (5) Please contact the school should there be any enquiries regarding the personal data provided in the application form, including data access request or correction of data. |
| Retention of Personal Data | (6) All application data submitted by applicants will be discarded by our school after 1 year from the completion of the school place application. |

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