



HKCA Po Leung Kuk School 保良局建造商會學校

Personal Data Handling Policy

Please take a moment to read the following HKCA Po Leung Kuk School (the School) Personal Data Handling Policy.

1. From time to time it is necessary for the School to request staff members, students and their parents/guardians to provide personal data for school administrative, academic, and/or pastoral purposes.
2. Personal data of staff members, students and their parents/guardians will be handled by relevant School staff members and will be kept confidential. Such data will be kept by the School indefinitely. However, if the data is no longer required for the purposes for which it was collected/used, it will be destroyed.
3. Staff members' experience and/or teaching qualifications may be made available to relevant School stakeholders at the discretion of the Principal. For example, on School web/social media sites or announcements of appointments in newsletters/emails.
4. The School may also disclose some of the data to third parties such as agencies (including the Hong Kong government), service providers and contractors (whether within or outside Hong Kong) appointed by the School to undertake some of its academic, pastoral and/or administrative functions.
5. The School may use personal data (such as name and contact details) to send communications that it believes are relevant to parents and students, including but not limited to newsletters, programmes, seminars, conferences, events and after-school activities or clubs of the School or selected 3rd party service providers. The School will provide data subjects an opportunity to opt-out of receiving materials which may have a direct marketing component.
6. Apart from the parties listed above, the School will not disclose any personal data to any external bodies or organisations unless:
 - (a) such disclosure is expressly provided for under this Policy;
 - (b) permitted to do so by the staff member, student or his/her parent/guardian; and/or
 - (c) permitted or required by law.
7. Personal data may be stored in the School database system and online portals, and any such personal data provided will form part of the staff member's or the student's official records (as relevant) at the School.
8. The School provides relevant data to the Parent Teacher Association (PTA) for inclusion in their directory and other PTA activities. If you do not wish your details to be included in the PTA directory, please inform the School.
9. The School may place staff member and/or student photos, names (student first names only) or school work, activities and accomplishments in School publications and/or web/social media sites used for organizational purposes.
11. Data subjects may submit a signed, written request to the Principal in order to access or correct personal data held by the School.

If you have any queries about our policy and/or practices, please write to: info@plkis.edu.hk