

個人資料收集聲明

1. 個人資料收集目的

本校於申請表格中收集的個人資料，僅用於處理有關申請之事宜。所有申請資料，包括個人資料及相關資訊，均屬自願提供。然而，若申請人未能提供充分及正確的資料，本校可能因此無法完成申請程序。

2. 個人資料的提供責任

申請人有責任向本校提供準確及最新的資料，表格內的資料如有變更，申請人須盡早聯絡校方。

3. 個人資料轉移至第三方

除非有關人士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。唯若本校只代辦理該申請項目手續，而非主辦機構，本校或會在處理申請時把收集的個人資料轉移給相關主辦機構。

4. 個人資料轉移至教育局

教育局會透過學生資料管理系統進資料收集，作為教育規劃、研究、調查及跟進學生缺課/輟學及離校個案或其他與教育有關的用途。教育局亦會透過收生實況調查收集有關學生及其所屬種族和家庭常用語言資料。本校所以收集的學生及家長（在呈交缺課/輟學及離校個案時適用）的個人資料的目的，已涵蓋了轉移相關個人資料予教育局作上述與教育有關的用途。

5. 個人資料的保存

資料的保存期不會超過收集目的所需的時間。一般而言，成功申請的資料，除非法律另有規定，將於申請完成後的七年內保存；被拒絕的申請資料，則於拒絕日期後兩年內銷毀。

6. 索閱個人資料及查詢

根據《個人資料(私隱)條例》內所載的條款，申請人有權要求索閱及改正所提供的個人和其他有關的資料。如需索閱及改正已提交的個人資料，請透過電郵向本校學校行政主任提出，電郵地址：info@cyt.edu.hk。

Personal Information Collection Statement

1. Purpose of Personal Information Collection

All personal data collected through the school's application forms are solely used for processing the respective applications. Submission of personal and related information is voluntary. However, failure to provide sufficient and accurate data may hinder the processing of the application.

2. Responsibility for Providing Accurate Information

Applicants are responsible for ensuring that the information provided is accurate and up-to-date. Any changes should be promptly communicated to the school.

3. Transfer of Personal Information

The school will not transfer personal data to third parties without the explicit consent of the data subject or unless permitted by law. If the school is acting solely as an agent on behalf of another organizer, the data may be transferred to the relevant organizer during the processing of the application.

4. Data Transfer to Education Bureau (EDB)

The EDB collects data through the Student Information Management System (STIMS) for educational planning, research, surveys, and follow-up on non-attendance, dropout, and departure cases. It also gathers information about students' ethnicity and home language via the Enrolment Survey. The submission of personal data related to students and parents (for reporting non-attendance/dropout/departure cases) involves transferring relevant data to the EDB for the education-related purposes mentioned above.

5. Date Retention Period

Personal data will be retained only as long as necessary for the purpose of collection. Typically, data for successful applicants will be kept for no more than seven years after the completion of the program; data for rejected applications will be destroyed two years after the rejection date, unless legal obligations or other valid reasons necessitate longer retention.

6. Access to and Correction of Personal Data

Applicants have the right to access and correct their personal data in accordance with the Personal Data (Privacy) Ordinance. For such requests, please contact the school's Administrative Officer via email: info@cyt.edu.hk.