

Sing Yin Secondary School

**Statement of
Privacy Policies
and
Practices**

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1. Privacy Policies

The protection of privacy in relation to personal data is the concern of every member of staff in Sing Yin Secondary School. The school respects personal data and is fully committed to implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance and codes of practice issued by the Privacy Commissioner for Personal Data.

2. Statement of Practices

2.1 Kinds of Personal Data Held

The school holds the following type of records and personal data:

- **Serving and former employees of the school**, including personal particulars, education and qualifications, employment history, salary and allowances, terms and conditions of service, rank and post, training, long service or severance payment, personal leave records, no-pay leave, Mandatory Provident Fund and provident fund account details, teacher registration, public services and awards,
- **Students, alumni and applicants for transfer admission**, including personal particulars, parents/guardians information, schooling history, school places allocation related records and performance in various learning and assessment tasks,
- **Applicants for manager registration**, including personal particulars and, where appropriate, education, training or experience in teaching, school governance or educational matters, occupation, criminal and bankruptcy record(s) and whether they have been previously refused or cancelled registration as managers or teachers or permits to teach as permitted teachers as reported by the applicants,
- **Job applicants**, including personal particulars and, where appropriate, education and qualifications, employment history, salary and allowances, terms and conditions of service, rank and post, training, long service or severance payment, personal leave records, no-pay leave, Mandatory Provident Fund and provident fund account details, teacher registration, public services and awards,
- **Records collected from the school's website / intranet**, which include but not limited to records containing email addresses and personal details, preferences of web-users, location information (including IP addresses), and
- **Other records**, which include but not limited to administration and operational files, records holding personal data provided to the school from associates of the school, individuals participating in activities organized or run by the school (including promotional, educational, or training activities), log records on the use of data facilities, services, or participation in activities, records of requests to access / correct personal data and enquiries from the public and related publications.

2.2 Main Purposes of Collecting and Keeping Personal Data

Personal data will only be used for the purposes stated at the time the data is collected, which covers academic, educational/teaching, administrative, and related activities that are consistent with the school's mission. The main purposes of collecting and keeping personal data include:

- performing a range of employment-related purposes, such as appointments, integrity checking, postings and transfers, offer/renewal/extension of agreements, incremental credit, training and career development, revision of terms or conditions of service, promotion, conduct and discipline, legal assistance, continuation in or removal from office, pensions, retirement benefits, provision of testimonials and evidence of audit findings and issue of the school publications,
- planning, development, implementation and recording of support services required, provision of assessment and follow-up services, referral and placement, admission, compilation of student related statistics, monitoring of education grants, education researches and conduct of audit findings,
- conduct of programmes/activities, assessment of applications, assessment of qualifications, issue of certificates, monitoring of teachers' attainment progress, registration of teachers, registration of school managers, verification of assessment, planning, provision and development of services, contribution to and maintenance of the provident fund accounts, and administration and enforcement of the Education Ordinance and Regulations (Cap. 279).
- issue of transcripts to students, dealing with complaints and enquiries or requests for personal data and information.

2.3 Retention of Personal Data

The school will only hold personal data for as long as it is necessary to fulfill the purpose or a directly related purpose for which they are collected.

2.4 Disclosure of and Security of Personal Data

The school will take all practicable steps to keep the personal data collected confidential and protect the data held by it against unauthorized or accidental access use, loss, processing, erasure, transmission, modification or disclosure.

However, the School may transfer such data to any person to whom the school is under obligation to make disclosure under the requirements of any law binding on it.

The school may transfer the personal data to our insurers and bankers, provident fund managers, and other companies engaged in contractual activities on our behalf, for the above-mentioned purposes for which the personal data are to be used.

The school may also transfer the personal data to the Education Bureau, Centre for Health Protection of the Department of Health, or other organizations (e.g. the School Sports Federation of Hong Kong, China) providing services in relation to the students' study or competitions for the above-mentioned purposes for which the personal data are to be used.

The school may include a staff member's image and / or his / her name in photos / videos in the school's publications or on the school's website and social media platforms. A staff member's name, photo, experience and / or teaching qualifications may be made available to relevant school's stakeholders at the discretion of the Principal or the Incorporated Management Committee.

The school may include a student's awards, image, work, and / or his / her name in photos / videos in the school's publications or on the school's website and social media platforms. The

school will take all reasonable steps to ensure that a student's full name and photo are not put together online and on social media platforms without consent.

Except as mentioned in the above paragraph, the personal data will be accessible only to designated staff members who are authorized to handle the personal data. Any persons designated to handle the personal data will be instructed to do so only in accordance with this statement.

2.5 Personal Data Access and Correction

Individuals have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning their personal data in relation to their personnel record. They may make such request by completing the 'Data Access Request Form' (OPS003) (www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf) and sending the completed form directly to the School (38 New Clear Water Bay Road, Kowloon).

The school has the right to charge a reasonable fee for processing any data access request. In accordance with the Personal Data (Privacy) Ordinance, data access requests will normally be addressed within a 40-day period.

2.6 Enquiries

Any enquiries regarding personal data privacy policies and practices may be addressed to the school general office and email to syadm@singyin.edu.hk.