



Your privacy is respected by the College. The Personal Data (Privacy) Ordinance protects any personal data we collect from you.

1. The College recognises its responsibilities in relation to the collection, holding, processing and use of personal data of student applicants, students, their parents and guardians under the Personal Data (Privacy) Ordinance.
2. The College collects personal data, including sensitive information about student applicants, current students and parents and guardians before and during the course of a student's enrolment at the College. The collection of personal data is necessary in order to enable the College to provide education for your child.
3. Personal data will be collected only for lawful and relevant purposes. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Some examples of data we may collect from students, parents and guardians before and during a student's enrolment at the College are:
 - Contact details and personal data, such as your name, home address, telephone numbers, email address, date and place of birth, residency, citizenship, Hong Kong Identity Card number or passport number and other similar information;
 - Educational background and third party references;
 - Financial information about your family. We may ask you to provide financial information if scholarship or financial assistance is required from the College or its related supporting bodies. Financial information about your family is regarded as sensitive data;
 - Administration information such as medical information, the provision of medical reports and performance information. Health information about students is regarded as sensitive data; and
 - Information required to be collected under applicable laws including laws governing or relating to the operation of schools. The College is bound to comply with such laws.

4. Personal data collected by the College will be used for purposes of a student's education or prospective education with the College, including:
 - The processing of a student's application for enrolment with the College;
 - Administration purposes related to the provision of education to students;
 - The provision of student references and the checking of student references;
 - Transfer of personal data to our alumni organisations, sister organisations and to official agencies within the wider UWC movement;
 - Monitoring compliance with internal rules of the College;
 - Health and Safety purposes; and
 - Other purposes directly related to any of the above.
5. The College treats personal data as confidential. However, from time to time, we may disclose personal and sensitive data about our students to others for administrative and educational purposes. This includes providing information to other local or overseas schools, local or overseas universities, post-graduate institutes, government departments, medical practitioners, and people providing services to the College, including specialist visiting counsellors, support teachers, the College's caterer, or because we are required to do so by law. Personal data may therefore be transferred outside of Hong Kong.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son or daughter, or provide scholarships or financial assistance.
7. The College, where practicable, takes steps to ensure that personal data is maintained in an accurate manner, but students, parents and guardians should note that responsibility for informing the College of changes in personal data rests with them. The College undertakes periodic reviews of whether personal data still needs to be kept, and personal data which are no longer required will be deleted.
8. You have the right to request access to and correction of your personal data or the personal data of the child for whom you are responsible. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Requests for access and correction or for information regarding policies and practices and kinds of data should be addressed in writing to:

The Principal

Li Po Chun United World College of Hong Kong

10 Lok Wo Sha Lane, Sai Sha Road, Shatin, NT, Hong Kong

E-mail: OFFICE@LPCUWC.EDU.HK

A reasonable fee may be charged to offset our administrative and actual costs in complying with your access request.

9. Personal data collected about students is regularly disclosed to their parents or guardians, and their UWC National Committees. On occasions information such as academic and sporting achievements, student activities and other news is published in our own or United World College publications, magazines, or on our websites. Photographing and filming of students, staff, parents and visitors involved in College related activities, or for training or professional development purposes, may form part of the College’s printed and electronic publications and specific education-related activities.

10. Your personal data may also be made available to appropriate persons in our alumni organisations, sister organisations and to legitimate agencies of the wider United World Colleges movement, including the UWC International Office.

11. If you provide the College with personal data about others, such as doctors or emergency contacts, we encourage you to inform them that you are doing so and why, informing them that they can access that information if they wish, and that the College does not usually disclose such information to third parties.

12. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal data to third parties for their own marketing purposes without your consent.

13. We may include your contact details in a class list or a College directory. If you do not agree to this you must advise us now.

14. Unless we have your consent, the College will not use your personal data for any reason other than the purposes for which the information was collected (or a directly related purpose).

15. The College will take all reasonable steps to protect your personal data against unauthorised or accidental access, processing, erasure or use.

Please sign and return this notice as acknowledgement of the terms contained therein.

I hereby acknowledge and consent to the above terms.

Signature of Student

Full Name of Student

Date

Signature of Parent/Guardian

Full Name of Parent/Guardian

Date