個人資料收集聲明

1. 個人資料收集目的

本校所有申請表格內所收集的個人資料只會用於處理有關申請。所有申請表格提供個人及其他有關的資料純屬自願。然而，申請人如果沒有提供足夠和正確的資料，本校可能無法處理申請。

2. 個人資料的提供

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

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. 個人資料的保存

個人資料不會保存超過收集資料的目的所需的保存時間。一般而言，除非出於履行法律義務或有具體理由，成功申請的個案的保存時間將不超過計劃完結後的七年，而被拒絕申請的個案的保存時間將不超過拒絕日期後的兩年。

5. 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：schooladmin@mail.gslc.edu.hk

Personal Information Collection Statement

1. Purpose of Personal Information Collection

All personal data collected in the application forms of the school will only be used for processing the related application. The provision of personal data and other related information by means of the forms of the school is voluntary. However, if the applicant do not provide adequate and accurate data we may not be able to process the application.

2. Provision of Personal Information

The applicant is responsible for providing correct and up-to-date information to the school. In case of any changes to the information in the application forms, the applicant must contact the school as soon as possible.

3. Transferral of Personal Information

The school will not transfer the personal data collected to any third party, unless the individual concerned has given express consent for a change of use of data or such use is permitted by law. However, in case the school is only processing the application on behalf of another organiser, the school may transfer the personal data collected to the related organiser when processing the application.

4. Retention of Personal Data

Personal data will not be kept longer than is necessary for the fulfilment of the purpose for which it is collected. Normally, the retention period will not exceed seven years for successful applications after the completion of the programmes, and two years for rejected applications after the date of rejection except for the purposes of fulfilling legal obligations or with subsisting reasons.

5. Access to Personal Data and Enquiry

The applicant have a right to request access to, and to request the correction of, the personal data and other related information the applicant supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance. For access to, and to request the correction of, the personal data submitted, please contact the School Executive Officer through email: schooladmin@mail.gslc.edu.hk