香港管理專業協會羅桂祥中學

收集入學申請者個人資料聲明

- **個人資料私隱**

  香港管理專業協會羅桂祥中學（本校）會依照《個人資料（私隱）條例》的有關條文處理及保密閣下提供的個人資料。本聲明申明閣下的個人資料被收集後的用途及閣下在本校使用該資料時享有的權利。

- **收集個人資料的目的**

  如欲申請本校中一學位，閣下須於本校的「中一自行分配學位入學申請表」內提供個人資料。已使用「智方便+」登記成為「中一派位電子平台」用戶的家長可透過「中一派位電子平台」遞交自行分配學位表格。於申請表格提供的資料，只供作申請本校中一學位之用途，並會向教育局呈交。

- **個人資料的查閱及更正**

  根據《個人資料（私隱）條例》，你有權要求查閱及改正你所遞交的個人資料。如欲查詢有關本表格所收集的個人資料，包括要求查閱及改正資料事宜，須以書面方式向本校提出（電郵：college@hkmakslo.edu.hk）。

- **個人資料的保留**

  在完成中一收生程序後，你所提交的資料將予銷毀。

The Hong Kong Management Association K S Lo College

Personal Information Collection Statement for Admission Applicants

- **Personal Data Privacy**

  The Hong Kong Management Association K S Lo College (the School) is committed to complying fully with the relevant provisions of the Hong Kong Personal Data (Privacy) Ordinance in handling and safeguarding the personal information you provide. This Personal Information Collection Statement outlines the purposes for which your personal data will be used, as well as your rights regarding its use by the School.

- **Purpose of Collection of Personal Data**

  To apply for Secondary 1 (S1) places, it is mandatory for applicants to provide personal data in the School's 'S1 Discretionary Places Application Form'. Parents registered as users of the Secondary School Places Allocation (SSPA) e-Platform through 'iAM Smart+' may also submit discretionary place applications via the SSPA e-Platform. All personal information provided in the application form will be used exclusively for the School's S1 admission process and will be submitted to the Education Bureau as required.

- **Access to and Correction of Personal Data**

  Under the Personal Data (Privacy) Ordinance, you have the right to access and request corrections to the personal data you provide. Any enquiries related to the collected personal data, including requests for access or correction, should be submitted in writing to the School. You may contact us via email at college@hkmakslo.edu.hk.

- **Retention of Personal Data**

  All personal data provided will be retained only for the duration of the admission process. Once the process is completed, the information you have submitted will be securely destroyed.