

Personal Information Collection Statement

CNEC Christian College respects the privacy of individuals. We do our best to ensure the collection, usage, storage, transfer and disclosure of your personal data according to the Personal Data (Privacy) Ordinance. We ensure that our employees comply with the requirements of this Statement. This Statement explains our policies and practices on handling personal data.

Purpose of Collection

Your personal data will be used for the purposes related to the application of jobs, activities or school places, the issuance of receipts, signing of contract and administration purposes. Please note that it is mandatory for you to provide accurate personal data. In the absence of your complete and accurate personal data, we may not be able to process your application, or it may also result in being deferred or rejected.

Transfer data

The personal data you provide will be made available to persons working in the School or persons designated on a need-to-know basis. The School does not rent, sell, transfer or disclose your personal information with other people except under the following circumstances:

- i. any agent, contractor or third-party service provider who provides administrative, telecommunications, computer, or any other services to the School in connection with the arrangement of activities;
- ii. with your prior consent;
- iii. we believe that it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person;
- iv. to satisfy any applicable law, regulation, legal process, enforceable governmental request and administrative requirements.

Access to and Update Personal Data

You should update your personal information with us shall there be any change; otherwise the School may not be able to process your application. You can make your request in writing and sending the details to school@cneccc.edu.hk. When such requests are made, the School will check the requestor's identity to ensure the requestor is legally entitled to make the data access or correction request. Your request will be answered in 40 days. A fee may be charged for complying with a data access request. The School shall or may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance, for example, the requestor fails to provide necessary information to the School.

Data retention

The School will only retain your personal data within the period that retention is necessary for the fulfilment of the purposes stated during collection. Shall the personal data we keep be no longer required for the stated purposes, they will be erased within a reasonable timeframe.

收集個人資料聲明

中華傳道會安柱中學非常重視個人私隱，並確保於任何情況下收集、使用、儲存、轉移及披露個人資料之程序均符合香港的《個人資料(私隱)條例》的要求。我們將確保我們的教職員嚴格遵守本收集個人資料聲明。請細閱下文以了解我們的收集個人資料政策。

收集資料的目的

申請人提供的個人資料將會用作申請職位、活動或學位，簽發收據、簽訂合約及行政的相關用途。申請人有責任提供完整及準確的資料，否則本校有可能無法處理、擱置或拒絕申請人的申請。

資料的轉移

申請人所提供的個人資料會供本校職員或有需要知道該等資料的指定人士使用。本校不會租用、出售、轉移或披露所持有之個人資料予他人，除非在以下情況下：

- i. 任何就本校活動向本校提供行政、電訊、電腦或其他服務的代理、承辦商或第三方服務供應商對方為於活動上的代理機構；
- ii. 已預先得到申請人的同意；
- iii. 本校相信有必要分享有關資料以協助調查、預防、或就非法活動採取行動、或就懷疑詐騙、或因事件涉及或威脅到任何人的人身安全之行為；
- iv. 遵循所有適用法律、規定、法律程序、具法律效力的政府要求、行政制度或規例要求。

查閱及更改個人資料

申請人請確保向本校提供的資料正確無誤，並有責任向本校更新資料，否則本校有可能無法處理閣下的申請。申請人可以以書面形式向本校要求查閱和改正所提供的個人資料，如需查詢或改正其個人資料，可電郵至 school@cneccc.edu.hk。本校在處理查閱或改正資料要求時，會查核提出要求者的身份，以確保他 / 她在法律上有權作出有關要求。在收到申請人提出的要求後，本校會在 40 天內回覆，並可能收取費用。本校須在或可在《個人資料(私隱)條例》第 20 條指明的情況下，例如申請人未能向本校提供所需的資料，拒絕依從查閱資料的要求。

保留資料

本校只在有必要達到收集申請人個人資料所訂明的用途期間內，保留閣下的個人資料。如本校持有的個人資料無需再用於收集資料時所列出的目的，本校將在合理時間內銷毀有關資料。