

Kinds of Personal Data Held

Two broad categories of personal data are held in the School. They are personal data contained in:

Admission applications, which include records containing information supplied by students and their parents: contact information, school reports, other non-academic record, reference letters, etc;

Recruitment & Employment , which include job applications and school staff personal details, job particulars, details of salary, payments, benefits, leave and training records, group medical and dental insurance records, mandatory provident schemes participation, performance appraisals, and disciplinary matters, etc;

Main Purposes of keeping Personal Data

The personal data provided in the admission application forms will be used for student admission purposes.

The personal data provided in the job application forms will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary.