



INNO SECONDARY SCHOOL

PERSONAL INFORMATION COLLECTION STATEMENT (PICS) – FULL STATEMENT

Please take a moment to read the following Personal Information Collection Statement.

1 From time to time it is necessary for individuals to supply Innovative Education Group Limited and/or Inno Secondary School, with certain personal data for school administrative, academic, pastoral purposes and alumni activities including:

1.1 In relation to job applicants:

- a) assessing the suitability of the applicants for a role;
- b) negotiating with and making offers to selected candidates; and
- c) if appropriate, use for subsequent employment related matters and to form part of the employee records.

1.1.1 In relation to Inno Secondary School Staff Members:

- a) recording remuneration and eligibility to benefits and payments;
- b) assessing job transfers and training needs;
- c) providing job references;
- d) managing performance;

- e) staff planning and promotion and career development;
- f) medical checks, sick leave and other medical claims;
- g) tax returns;
- h) conducting disciplinary proceedings
- i) review of employment decisions;
- j) promotion of the school; and
- k) other school related purposes, incl leave records etc.

1.1.2 In relation to student applicants and/or their parents/guardians:

- a) assessing the suitability of applicants for places at the School;
- b) processing applications for admission;
- c) verification of the applicant's examination results, academic records and other information;
- d) school administration and operation;
- e) Parent Committee business;
- f) statistical and research purposes;
- g) alumni activities;
- h) promotion of the school; and
- i) other school related purposes.

1.1.3 In relation to admitted students and/or their parents/guardians:

- a) admission of the student to Inno Secondary School;
- b) school administration and operation;
- c) academic and pastoral purposes;
- d) Parent Committee business;

- e) statistical and research purposes;
- f) alumni activities;
- g) promotion of the school; and
- h) other school related purposes.

- 2 Personal data of staff members, students and their parents/guardians will be handled by relevant Inno Secondary School Staff Members and will be kept confidential and subject to our policy for Data Privacy.
- 3 Staff members' name, photo, experience and/or teaching qualifications may be made available to relevant Inno Secondary School stakeholders at the discretion of the Head of School or School Management (for example, on the school website or announcements of appointments in newsletters or emails.).
- 4 Inno Secondary School may also disclose some of the data to third parties such as agencies and authorities (including the Hong Kong government), service providers and contractors (whether within or outside Hong Kong) appointed by Inno Secondary School to undertake some of its academic, pastoral, administrative and alumni functions.
- 5 Apart from the parties listed above, Inno Secondary School will not disclose any personal data to any individual, external bodies or organisations unless:
 - 5.1 such disclosure is expressly provided for under this Statement;
 - 5.2 permitted to do so by the student or his/her parent/guardian;
 - 5.3 permitted or required by law.
- 6 Inno Secondary School may use personal data (such as name and contact details) to send communications that are relevant to parents and students, including but not limited to newsletters, programmes, courses, seminars, lectures, conferences, events and extracurricular activities and clubs of Inno Secondary School or selected third party service providers. Inno Secondary School will obtain consent from the data subjects before doing so by providing an opportunity for data subjects to opt-in to receiving materials which may have a direct marketing component.
- 7 Personal data may be stored in the Inno Secondary School database systems and online portals and any such personal data provided will form part of the staff member or the student's official records (as relevant) at Inno Secondary School.

- 8 Inno Secondary School may include a staff member's image and their name in photos/videos in the School publications or on the Inno Secondary School website and social media platforms.
- 9 Inno Secondary School may include a student's image and their name in photos/videos in the School publications or on the the School website and social media platforms. In the Senior School we take all reasonable steps to ensure that a student's full name and picture are not put together online and in social media platforms. The exception is in the School Year Book and a small number of printed publications for Inno community use.
- 10 Inno Secondary School may include a student's work and name in the School publications or on the the School website and social media platforms.
- 11 Failure to provide the data requested may result in Inno Secondary School being unable to proceed with the purpose for which such data was requested
- 12 Data subjects have the right to request access to their personal data. Data subjects may make a written request, addressed to the Head of School of Inno Secondary School (using the form specified by the Privacy Commissioner) and submitted it@iss.edu.hk to access personal data held by Inno Secondary School. Inno Secondary School may levy a reasonable charge for accessing the information.
- 13 Data subjects have the rights to request a correction of their personal data. Data subjects may contact the school at it@iss.edu.hk to correct personal data held by Inno Secondary School. Inno Secondary School may levy a reasonable charge for accessing the information.
- 14 Please refer to the Inno Secondary School Policy for Data Privacy, which is available upon request from the school and found on the school website, for more information.