



Kwun Tong Government Secondary School
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in the application form will be used by the school for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of your request(s) as indicated in the form;
 - (b) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (c) Activities relating to compilation of statistics, research and school publications.
2. The provision of personal data required by the application form and during the processing of the form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process your request(s).

Classes of Transferees

3. The personal data you provide will be made available to persons working in the school. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) EDB for the purposes mentioned in paragraph 1 above;
 - (b) where you have given your prescribed consent to such disclosure;
 - (c) where such disclosure is authorised or required under the law or court order applicable to Hong Kong; and
 - (d) 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.

Retention of Data

4. We will keep your personal data for as long as necessary to fulfil the purposes mentioned in paragraph 1 above. Personal data which is no longer required will be destroyed or anonymized as soon as practicable, unless their retention is required to satisfy any applicable legal requirements and disseminating our school information.

Access to Personal Data

5. You have the right to request access to and correction of your personal data held by the school. Request for access or correction of personal data should be made in writing to Clerical Officer, School Office at No.9, Shun Chi Street, Shun Lee Estate, Kwun Tong, Kowloon or ktgss@email.ktgss.edu.hk.