

## Personal Information Collection Statement

### 1. Purpose of Personal Information Collection

All personal data collected in the application forms of the school will only be used for processing the related application.

### 2. Provision of Personal Information

The applicant is responsible for providing correct and up-to-date information to the school. In case of any changes to the information in the application forms, the applicant must contact the school as soon as possible.

### 3. Transferal of Personal Information

The school will not transfer the personal data collected to any third party unless the individual concerned has given express consent for a change of use of data or such use is permitted by law. However, in case the school is only processing the application on behalf of another organizer, the school may transfer the personal data collected to the related organizer when processing the application.

### 4. Access to and Correction of Personal Information

The applicant has the right to request access to and correction of their personal data.

For access to and correction of personal data submitted, please contact the School Executive Officer Ms. Cheung through email: [lktss@tungwah.org.hk](mailto:lktss@tungwah.org.hk).

## 收集個人資料聲明

### 1. 個人資料收集目的

學校所有申請表格內所收集的個人資料只會用於處理有關申請。

### 2. 個人資料的提供

申請人有責任向校方提供準確及最新的資料，表格內的資料如有變更，申請人須盡早聯絡校方。

### 3. 個人資料轉移

除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則本校不會把已收集的個人資料轉移予第三方。唯若本校只代辦理該申請項目手續，而非主辦機構，本校或會在處理申請時把收集的個人資料轉移給相關主辦機構。

### 4. 個人資料的查閱及修正

申請人有權查閱和修正他們的個人資料。

如需查閱或修正已提交的個人資料，請透過電郵向本校學校行政主任張小姐提出，電郵地址：[lktss@tungwah.org.hk](mailto:lktss@tungwah.org.hk)。