



Australian International School Hong Kong

香港澳洲國際學校

Personal Information Collection Statement

1. Our Commitment to privacy

This Personal Information Collection Statement outlines how the Australian International School Hong Kong (AISHK) collects, uses, and protects your personal data in accordance with the requirements of the Personal Data (Privacy) Ordinance (PDPO).

Your personal data, submitted to AISHK during the application process and throughout your studies, is used by the school to carry out its administrative, educational, academic, and research responsibilities, as well as other directly related tasks.

While providing personal data is not mandatory, not doing so may prevent AISHK from performing necessary functions, such as processing your application or offering relevant services.

For individuals under the age of 18, we strongly recommend discussing with a parent or guardian before submitting personal data or having them submit it on your behalf.

2. Data we collect

At AISHK, we collect a diverse range of data. This is done to fulfil our legal obligations in Hong Kong, uphold our responsibility towards the care of our students, and deliver on our educational promises. This can include but is not exclusive to:

- **Personal Information:** This includes the student's name, date of birth, gender, place of birth, home address, and contact details. We also collect the names and contact details of parents, including their date of birth, emergency contact information, and bank account details. Additionally, we keep records of students' absences, medical data, special educational needs, and dietary requirements.
- **Educational Records:** We maintain comprehensive records of each student's educational journey. This includes their previous school and university attendance, tuition and extracurricular accounts, attendance

records, exam details and results, and curricular activities. We also keep performance reports, educational needs assessments, and incident reports involving students.

- **School Achievements:** This includes their participation in sports teams, positions of responsibility held, and any awards or recognitions they've received.
- **Club and Society Memberships:** We keep track of our students' involvement in various clubs and societies within the school.
- **Event Attendance:** We record parent and students' attendance at school events and their participation.

3. Purpose of collecting and processing personal data

- Manage and administer school activities and operational matters.
- Ensure a safe environment for the school, its students, and its community.
- Communicate with and respond to parents, students and community members.
- Provide school facilities, services, and benefits.
- Manage and administer debentures and donations to the school.
- Monitor compliance with the school's internal rules, policies, and procedures.
- Comply with any applicable legal or regulatory obligations.
- Communicate with and respond to requests from relevant agencies, government or regulatory authorities.
- Administer the school's annual financial audit.
- Handle any actual or prospective legal, arbitral, administrative or regulatory proceedings.
- Obtain professional advice.
- Promote or market the school (with consent where required).

4. Handling personal data

Personal data is kept confidential and handled responsibly by our staff members. However, to fulfil our academic and administrative functions, and for other purposes as agreed between you and us or required by law, we may need to disclose and transfer your personal data, both within and outside of Hong Kong, to various parties. These parties include:

- Agents, contractors, and service providers who assist with tasks such as student visa processing, arranging activities like exchanges, internships, placements, and field trips, and granting scholarships and financial aids.
- Banks, financial institutions, and credit providers.
- Regulatory bodies, law enforcement agencies, and courts.
- Professional advisers.
- Members of the School's management, including the Board of Directors.

- Relevant agencies, government or regulatory authorities, including the Education Bureau and the Centre for Health Protection in Hong Kong.
- Educational institutions and examination authorities.
- Any third parties for promotional or marketing purposes related to the School, with your consent where required.
- Professional advisers of the School, including legal advisers and auditors.
- Any other third parties in connection with the administration and operation of the School.

5. Monitoring data

The School, along with its employees and agents, may intermittently intercept, record, and/or monitor all communications transmitted and received through its systems. This includes, but is not limited to, telephone calls, emails, instant messages, internet usage, and faxes. All such monitoring activities will be conducted in compliance with the PDPO.

6. Access and correction of data

You have the right under the PDPO to correct your personal data held by the School. This can be corrected by accessing your accounts on AISHK systems, where appropriate, or by making a request in writing to the School's Business Administrator.

You also have the right under the PDPO to make a data access request concerning your personal data held by the School. Such requests should be made by completing the 'Data Access Request Form' on the PCPD's website ([PERSONAL DATA \(PRIVACY\) ORDINANCE \("the Ordinance"\) \(pcpd.org.hk\)](https://www.pcpd.org.hk)) and sending the completed form directly to the School's Business Administrator. The School has the right to charge a reasonable fee for processing any data access request.