PN_2627_002

DELIA MEMORIAL SCHOOL (BROADWAY)

Notice to parents/guardians

2nd September 2026

Dear Parents / Guardians,

Personal Data Privacy Policy of the School

In accordance with the Personal Data (Privacy) Ordinance, Delia Memorial School (Broadway) is committed to the protection of privacy in relation to personal data. The school will comply with the required data protection principles and relevant provisions. The following are the details of the policy related to the use of personal data held by the school:

I. The personal data, which includes information supplied by students or parents/guardians from time to time in connection with student applications and student records, will not be kept longer than is necessary for the fulfillment of the purpose for which it is to be used.

II. Purposes for the collection of personal data are as follows:
   - i the daily operation of the school, e.g. student registration, student records, provision of student guidance, counseling services, etc.;
   - ii providing newsletters, reports, promotional pamphlets, periodicals, school website or other publications issued by the school, Parent-Teacher Association, Alumni Association, government departments or other organizations;
   - iii providing information to apply for activities, competitions or scholarships which are organized by government departments or other organizations;
   - iv other purposes directly relating to the purposes listed above.

III. The school may disclose the information to the Education Bureau, the Delia Group of Schools Headquarters, government departments and other organizations for the purposes mentioned in section II.

IV. Under the Ordinance, the data subject has the right of access to and correction of the personal data held by the school. A written request should be sent to the school principal.

For any enquiries, please contact our school at 27422028. Please sign and return the reply slip to the class teacher on or before **4th September 2026 (Friday)**. Thank you for your kind attention.

Yours faithfully,

K. C. Kot
Principal

Reply Slip (PN_2627_002)

Re: Personal Data Privacy Policy of the School

Date: _____

Dear Principal,

I have read and understand the Notice to Parents / Guardians regarding "Personal Data Privacy Policy of the School". Thank you.

Name of Student: _____ Class: _____ ( )

Parent's / Guardian's Name: _____ Signature: _____