



Personal Information Collection Statement

This Personal Information Collection Statement (“**PICS**”) is provided to comply with the requirements under the Personal Data (Privacy) Ordinance (Cap. 486 – “Ordinance”) in relation to the “**personal data**” (as defined under the Ordinance) which may be collected by The Independent Schools Foundation Limited (“**ISF**”) and its subsidiaries. The term ISF shall hereafter include, but not limited to, The Independent Schools Foundation Limited, The Independent Schools Foundation Academy Limited, The ISF Services Company Limited, and The Independent Schools Foundation Pre-School Limited.

Purpose of Collection of Personal Data

ISF may collect, hold and use personal data for the following purposes where appropriate:

- Processing admission, scholarship, financial aid and other applications
- Registration for activities and events (local and overseas)
- Handling billing and invoicing including fees, capital levies, donations and other payments
- Facilitating communications
- Matters relating to academic/non-academic performance or activities and alumni function
- Ensuring the health and safety of students
- Controlling access and monitoring security
- Staff recruitment and employment related operations
- Other purposes directly relating to the above

A person who provides or submits the personal data (“**the Provider**”) for himself or herself or on behalf of his or her family members, including but not limited to spouse, child(ren), and dependent(s), are required to provide accurate, complete, current and true information except for those items which have been marked as optional. In the event that the personal data is inaccurate, incomplete, or insufficient, ISF may not be able to process the application or perform the functions or tasks as requested.

Disclosure of Personal Data

ISF will keep all personal data strictly confidential and only authorised staff members will have access to and handle the Provider's personal data solely for the abovementioned purposes. Personal data will not be disclosed or transferred to third parties without the Provider's prior consent, unless required by law or demanded by law enforcement agencies, or when required to protect ISF's rights or properties.

ISF may also disclose the personal data collected to the following parties while carrying out the abovementioned purposes:

- ISF Academy PTA Limited
- Agencies, services providers, and contractors engaged in activities or services involved with ISF
- Banks in connection with billing or payment functions (the Provider will be directed to the relevant payment gateway or service provider if online payment is involved)

Access and Correction of Personal Data

The Provider is required to notify the relevant ISF Office if there are any subsequent changes to the information provided, particularly family and financial circumstances relating to eligibility criteria and requirements.

The Provider has the right under the Ordinance to request ISF to ascertain the personal data being held, supply a copy of the data, and apply for the correction of the data, as necessary. The Provider may make such a request by completing the "Data Access Request Form" (OPS003)

https://www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf and sending the completed form directly to our Data Protection Officer at dataprotection@isf.edu.hk.

Retention of Personal Data

Personal data collected by ISF will only be kept for a duration that is relevant to the purpose for which it was collected and for as long as required by applicable law. ISF will take all reasonable practical procedures to erase or destroy personal data that is no longer required for the purposes for which the data was originally collected.

Please note that this PICS should be read in conjunction with ISF's Data Privacy and Protection Policy which is available at <https://www.isf.edu.hk/policies>.

Last update date: August 6, 2021