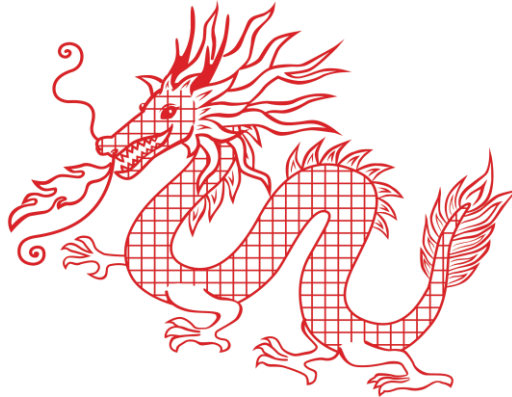


KELLETT SCHOOL HONG KONG

PERSONAL INFORMATION COLLECTION STATEMENT (PICS) – FULL STATEMENT

LAST REVIEWED DATE	February 2023
Owner	KLB Senior Head of School
Working Date:	February 2023
Legal Sign-off by:	N/A
Legal Sign-off date:	N/A
Type of Policy:	Exec
Authorised by Exec:	February 2023
Authorised by Board:	N/A
Effective date of Policy:	February 2023
Circulation:	Staff Intranet, Parent Portal, Website, Board SMT



KELLETT SCHOOL HONG KONG

PERSONAL INFORMATION COLLECTION STATEMENT (PICS) – FULL STATEMENT

Please take a moment to read the following Personal Information Collection Statement.

- 1 From time to time it is necessary for individuals to supply Kellett School Association Limited ("Kellett School"), with certain personal data for school administrative, academic, pastoral purposes and alumni activities including:
 - 1.1 In relation to job applicants:
 - a) assessing the suitability of the applicants for a role;
 - b) negotiating with and making offers to selected candidates; and
 - c) if appropriate, use for subsequent employment related matters and to form part of the employee records.
 - 1.1.1 In relation to Kellett School Staff Members:
 - a) recording remuneration and eligibility to benefits and payments;
 - b) assessing job transfers and training needs;
 - c) providing job references;
 - d) managing performance;
 - e) staff planning and promotion and career development;

- f) medical checks, sick leave and other medical claims;
- g) tax returns;
- h) conducting disciplinary proceedings
- i) review of employment decisions;
- j) promotion of the school; and
- k) other school related purposes, incl leave records etc.

1.1.2 In relation to student applicants and/or their parents/guardians:

- a) assessing the suitability of applicants for places at Kellett School;
- b) processing applications for admission;
- c) verification of the applicant's examination results, academic records and other information;
- d) school administration and operation;
- e) Parent Committee business;
- f) statistical and research purposes;
- g) alumni activities;
- h) promotion of the school; and
- i) other school related purposes.

1.1.3 In relation to admitted students and/or their parents/guardians:

- a) enrolment and admission of the student to Kellett School;
- b) school administration and operation;
- c) academic and pastoral purposes;
- d) provision of references or other information to any other educational establishment;
- e) Parent Committee business;

- f) statistical and research purposes;
 - g) alumni activities;
 - h) promotion of the school; and
 - i) other school related purposes.
- 2 Personal data of staff members, students and their parents/guardians will be handled by relevant Kellett School Staff Members and will be kept confidential and subject to our policy for Data Privacy.
- 3 Staff members' name, photo, experience and/or teaching qualifications may be made available to relevant Kellett School stakeholders at the discretion of the school Principal or School Management (for example, on the school website or announcements of appointments in newsletters or emails.).
- 4 Kellett School may also disclose some of the data to third parties such as agencies and authorities (including the Hong Kong government), service providers and contractors (whether within or outside Hong Kong) appointed by Kellett School to undertake some of its academic, pastoral, administrative and alumni functions. It may also provide details to other educational establishments to which any staff member or student may transfer or to which he or she may be considering transferring.
- 5 Apart from the parties listed above, Kellett School will not disclose any personal data to any individual, external bodies or organisations unless:
- 5.1 such disclosure is expressly provided for under this Statement;
 - 5.2 permitted to do so by the student or his/her parent/guardian;
 - 5.3 permitted or required by law.
- 6 Kellett School may use personal data (such as name and contact details) to send communications that are relevant to parents and students, including but not limited to newsletters, programmes, courses, seminars, lectures, conferences, events and extracurricular activities and clubs of Kellett School or selected third party service providers. Kellett School will obtain consent from the data subjects before doing so by providing an opportunity for data subjects to opt-in to receiving materials which may have a direct marketing component.
- 7 Personal data may be stored in the Kellett School database systems and online portals and any such personal data provided will form part of the staff member or the student's official records (as relevant) at Kellett School.
- 8 Kellett School may include a staff member's image and their name in photos/videos in Kellett School publications or on the Kellett School website and social media platforms.

- 9 Kellett School may include a student's image and their name in photos/videos in Kellett School publications or on the Kellett School website and social media platforms. In the Senior School we take all reasonable steps to ensure that a student's full name and picture are not put together online and in social media platforms. In the Preparatory Schools we take all reasonable steps to ensure that a student's full name and picture are not put together online and in social media platforms or in printed publications. The exception is in the School Year Book and a small number of printed publications for Kellett community use.
- 10 Kellett School may include a student's work and name in Kellett School publications or on the Kellett School website and social media platforms.
- 11 Failure to provide the data requested may result in Kellett School being unable to proceed with the purpose for which such data was requested
- 12 Data subjects have the right to request access to their personal data. Data subjects may make a written request, addressed to the Principal of Kellett School (using the form specified by the Privacy Commissioner) and submitted to PDPO@kellettschool.com to access personal data held by Kellett School. Kellett School may levy a reasonable charge for accessing the information.
- 13 Data subjects have the rights to request a correction of their personal data. Data subjects may contact the school's Private Data Protection Officer at PDPO@kellettschool.com to correct personal data held by Kellett School. Kellett School may levy a reasonable charge for accessing the information.
- 14 Please refer to the Kellett School Policy for Data Privacy, which is available upon request from the school's Private Data Protection Officer and found on the school website, for more information.