

## Personal Information Collection Statement (PICS)

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

### 1. Collection of personal data and the purposes of collecting and keeping personal data

1.1 From time to time it is necessary for students, their parents or guardians and staff members (“**Data Subjects**”) to provide information about themselves or for the French International School (“**FIS**”) to collect information about the Data Subjects. Such information may include photos, audios and video images, graphics, clips, works, recordings, electronic files, and other similar contents and materials, of or relating to the Data Subjects. FIS respects personal data and are committed to implementing and complying with the data protection principles and the relevant provisions of the Personal Data (Privacy) Ordinance (Cap.486 of the Laws of Hong Kong). The information collected from the students, their parents or guardians and staff members will be used for school administrative, academic, pastoral purposes and alumni activities.

1.2 Personal data of the Data Subjects will be handled by relevant FIS staff members and will be kept confidential.

1.3 Staff members' experience and/or teaching qualifications may be made available to relevant FIS stakeholders at the discretion of the FIS' Headmaster or Campus Heads. For example, on the web sites of FIS, including but not limited to social media sites or announcements of appointments in newsletters or emails.

1.4 FIS may use personal data (such as name and contact details) of the Data Subjects to send communications that are relevant to parents and students, including but not limited to newsletters, programmes, courses, seminars, lectures, conferences, events and extra-curricular activities and clubs of FIS or selected third party service providers.

1.5 Personal data of the Data Subjects may be stored in the FIS 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 FIS.

1.6 FIS may place staff members' and student's photos, name or school work, activities and accomplishments in FIS publications, websites (including but not limited to social media sites) used by FIS for organizational purposes.

### 2. Transfer of personal data

FIS may disclose some of the data of the Data Subjects to third parties such as agencies (including the Hong Kong government), service providers and contractors (whether within or outside Hong Kong) appointed by FIS to undertake some of its academic, pastoral and administrative and alumni functions.

### 3. Consequence of not providing data

The supply of data is voluntary except those specified at the time of data collection as obligatory. Failure to provide such obligatory data requested may result in FIS being unable to proceed with the purpose for which such data was requested.

### 4. Access and correction of personal data

4.1 You have the right to access to, and correction of, personal data kept and used by FIS in accordance with the provisions of the Personal Data (Privacy) Ordinance.

4.2 Data subjects may send an email to [info@lfis.edu.hk](mailto:info@lfis.edu.hk) to access or to correct personal data held by FIS. FIS shall levy a charge for processing the data access request.

For more information about FIS' policies on privacy and personal data protection, please refer to the FIS Privacy Policy available on the Parent portal.