

Privacy Policy Statement

Your Privacy and Collection of Data

St. Joseph's Primary School, the Incorporated Management Committee of St. Joseph's Primary School and the Director in Hong Kong of St. Joseph's College (collectively "**SJPS**") are committed to protecting the security, privacy and confidentiality of the personal information we hold, and are bound by the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) (the "**Ordinance**") and other applicable laws regarding collection and management of personal information. We are equally committed to ensuring that all our employees and agents adhere to these obligations.

At times, we may request that you provide us with your personal data, which may be obtained either by electronic means or in written form. Please refer to our Personal Information Collection Statement on, amongst others, how we may use your personal data, to whom we may transfer or disclose your personal data, and your right of access to and correction of your personal data held by us.

Transfer and Disclosure to Third Parties

SJPS also strives to preserve security, privacy and confidentiality of the personal data collected, used and stored in our system. We take all practicable steps to manage carefully the transfer and disclosure of your personal data, and hold against unauthorized or accidental access, processing or use of such personal data.

In the event where your personal data are required to be transferred to third parties, we will take all practicable steps to ensure that all personal data will be handled by these parties in accordance with the Ordinance. Your personal information will not be sold, rented and/or traded in any form through any means to any other persons or entities.

Use of Cookies

When you visit our website, our service provider keeps a record of your visit. Information collected includes your domain name, server address, IP address, the duration of visits, etc. We also use cookies to identify web visitors and to track the visitors' activities, which help customize users' experience on the website. Cookies are small files which are sent from the relevant website and placed on the browser of the visitor's devices. Most web browsers are initially set up to accept cookies. You can choose to "not accept" cookies by changing the browsers' settings, but if you do so, you may find that certain features on the website do not work properly.

Accuracy and Retention of Personal Data

We are required by the Ordinance to take all reasonable and practicable steps to ensure that personal data held (i) are accurate considering the purposes for which the data are to be used and (ii) are not kept longer than necessary for the fulfilment of the purposes for which the data are to be used, unless otherwise permitted by the Ordinance or other applicable laws, regulations, or orders or instructions from the judiciary or the relevant government departments.

Marketing

Subject to the applicable requirements under the Ordinance, we may from time to time send direct marketing materials to you. Please refer to our Personal Information Collection Statement for details, where you are also allowed to opt out from direct marketing. We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent.

Despite your consent to use your personal data for direct marketing, you may notify your intention to withdraw such consent at any time.

Links to Other Websites

Our website may contain links to other websites maintained by other entities, which may collect your personal data during your interaction with these entities. The collection and use of personal data by these entities are beyond our control and are subject to the privacy policies of such relevant entities.

Access to Personal Data and Correction Requests

Save and except for the exempted circumstances specified under the Ordinance, you have the right to request access to or correction of your personal data. If you wish to access, correct (where appropriate) your personal data, please contact Mr. F Lee / Mr. G Liu at 2574 2259.

Amendment to the Statements

SJPS may review, amend and update this Privacy Policy Statement and the Personal Information Collection Statement (collectively, the “**Statements**”) without prior notice. Any updates or amendments to the Statements will be released at the official website of St. Joseph’s Primary School at www.sjps.edu.hk with immediate effect. Please check the website regularly for any such update or amendment.