



Po Leung Kuk
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

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Dear Parents,
各位家長：

P26029

Personal Information Collection Statement
個人資料收集聲明

For educational planning, research, investigating and following up on non-attendance / dropout and departure cases and other education-related purposes, the Education Bureau will collect student information through the Student Information Management System (STIMS).

To comply with the above arrangements, our school is required to submit students' personal information to the Education Bureau in accordance with its guidelines. In cases involving non-attendance, dropout, or departure, the submission of relevant personal information of parents or guardians is also required. Please note that the purpose of personal data collection covers the transfer of relevant personal data to the Education Bureau for the education-related purposes mentioned above. For further information, please refer to Appendix 1.

Our school is committed to protecting personal data privacy and strictly adheres to the Personal Data (Privacy) Ordinance to ensure that all data usage complies with legal requirements.

If you have any enquiries concerning this Statement or the use of personal data, please visit the Education Bureau's website below for more details on the related arrangements:

<https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/student-info-management-system/index.html>

為進行教育規劃、研究、調查及跟進學生缺課、輟學及離校個案或其他與教育有關的用途，教育局會透過學生資料管理系統進行資料收集。

為配合上述安排，本校需按教育局指引，適時向局方提交學生之個人資料；在處理缺課、輟學或離校個案時，亦需填交家長／監護人的個人資料。請注意，收集個人資料的目的涵蓋轉移相關個人資料予教育局作上述教育有關的用途，詳情請參閱附件一。

本校重視個人資料私隱，並嚴格遵守《個人資料（私隱）條例》，確保資料使用均符合法定要求。

如對本聲明或個人資料的使用有查詢，可瀏覽以下教育局「學生資料管理系統」專頁，以了解更多相關安排：<https://www.edb.gov.hk/tc/edu-system/primary-secondary/spa-systems/student-info-management-system/index.html>

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Law Wing Chung, Principal 羅穎忠校長

10th September 2026 二零二六年九月十日



收集個人資料的目的 Purposes of Collection

填交給教育局表格中之個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you will be used by the EDB for one or more of the following purposes:

- (a) 處理教育相關事宜，包括處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請，和調查及跟進學生缺課/輟學及離校個案；
Activities relating to education related matters, including processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by the EDB, and investigating and following up student non-attendance / dropout and departure cases;
- (b) 就上文（a）項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局/部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux/ departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;
- (c) 將個人資料與教育局資料庫進行核對，以核實/更新教育局的記錄；以及
Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB; and
- (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.

可獲轉移資料者 Classes of Transferees

你提供的個人資料會供教育局人員取閱。除此之外，教育局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:

- (a) 政府其他政策局及部門，以用於上文所述的用途；
other Government bureau and departments for the purposes mentioned above;
- (b) 相關的學校，以用於上文所述的用途；
the school related for the purposes mentioned above;
- (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料 Access to Personal Data

你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：高級教育主任（學位分配）1（地址：九龍九龍塘沙福道 19 號教育局九龍塘教育服務中心西座平台學位分配組或電郵：sspaspa@edb.gov.hk）。

You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to Senior Education Officer (School Places Allocation) at School Places Allocation Section, Education Bureau, Podium Floor, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to sspaspa@edb.gov.hk.