

PRIVACY POLICY STATEMENT OF ST. STEPHEN'S COLLEGE ALLUMNI ASSOCIATION

Privacy policy statement

The St. Stephen's College Alumni Association ("SSCAA") respects personal data and is committed to complying with the requirements of the Personal Data (Privacy) Ordinance ("PD(P)O") (Cap. 486).

Provision of personal data

You may be invited to provide personal data to SSCAA on a voluntary basis. The collection purpose and intended usage of your data when will be provided before collection. Personal data are kept for the fulfillment of the purpose or its directly related purpose for which the data are used.

Disclosure of personal data

Unless permitted or required by law, SSCAA will not disclose your personal data to any third parties without your prior consent.

Security of personal data

All personal data provided to SSCAA will be kept in confidence, and access to them is restricted to authorized personnel only.

Kinds of personal data held

1. Personal information of members, which include personal details, such as the correspondence address (including email address), contact telephone numbers, etc.
2. Other records, such as participation by members of SSCAA in relation to various activities organized by SSCAA.

Main purposes of keeping personal data

1. Personal information of members are kept for the purpose of communicating between SSCAA and members for purposes such as promoting activities of SSCAA or St. Stephen's College or the St. Stephen's College Preparatory School (including invitation for sponsorship or contribution for SSCAA or for other philanthropic purposes).
2. Other records are kept for purposes such as planning and development of SSCAA.

Retention

The personal data provided to SSCAA will be retained for no longer than is required to fulfill the purpose or any directly related purpose for which the personal data was to be used, subject to legal, statutory and regulatory requirements mandating the retention of data.

Right of access and correction

Under the PD(P)O, a member is entitled to make a request for access to and correction of his/her personal data. Such request should be sent to the Honorary Secretary of SSCAA as follow –

- by post to G.P.O. Box 125, Hong Kong ; or
- by email to kelvinkayunlee@gmail.com.

Enquiries

Any enquiries on data protection issues should be addressed to the Honorary Secretary, whose address is set out above.

Personal Information Collection Statement (PICS)

When the St. Stephen's College Alumni Association ("SSCAA") collects personal data from individual member, SSCAA will provide the individuals with a Personal Information Collection Statement on or before the collection in an appropriate format and manner (e.g. in the same paper form or web page that collects the personal data).