

Annunciation Catholic Kindergarten
Personal Privacy

Date: 25/8/2020

Dear Parents/Guardians,

In order to respect personal privacy, we hereby ask if you would like the kindergarten to make the following arrangements for your family's information while your children are studying in the kindergarten. Please read the notice carefully, sign the reply slip and return to the class teacher.

- (1) Our school will keep records of daily school life. One of the ways we do so is by taking photographs of the students in different learning activities. Sometimes for curricular needs, we ask students to bring their family photographs to school for sharing purposes. Our school will display these photographs and videos in school circulars, boards, leaflets, the school website or advertising materials in or out of school to inform people about our curriculum and student learning.
- (2) Our school is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual student and their parents and/or guardians are guaranteed. Please read the Appendix "Personal Information Collection and Data Privacy Policy(Students and Parents)" carefully and return to us.
- (3) Please sign the reply slip "Personal Information Collection and Data Privacy Policy" on or before 11 September (Friday) and return it to the class teacher. For enquiries, please call 2490 7893 or Contact the class teacher in person.

Best regards,



Ms Tsang Po Shan

Principal

Notice No.: 2020/01



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Annunciation Catholic Kindergarten Notice No.: 2020/01
Reply Slip

Dear Principal,

1. I am the parent/guardian of _____
class_____. I have received and understood the notice 2020/01,
concerning the "Personal information Collection and Data Privacy
Policy".
2. I am * **willing** / **unwilling** to permit the use of photographs and videos
that contain **my family and my child** for the purpose of display.

* Please put ✓ according to your choice.

(Signature of parent/guardian)

Date: _____