

(Updated on
8 July 2013)

Education Bureau – Statement of Privacy Policies and Practices (Position as at 30.10.2008 8.7.2013)

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Privacy Policies

The protection of privacy in relation to personal data is the concern of every member of staff in the Education Bureau (EDB). We respect personal data and are fully committed to implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance and codes of practice issued by the Privacy Commissioner for Personal Data.

Kinds of Personal Data Held

The Education Bureau holds personal data in relation to the following broad categories of people :

- **Serving and former employees of HKSAR Government in EDB on Civil Service terms or non-civil service terms**, including personal and family particulars, education and qualifications, employment history, salary and allowances, terms and conditions of service, rank and post, training, appraisal reports, promotion board assessments, conduct and discipline, awards, housing benefits, medical records, leave and passages, retirement and pension, Civil Service/Mandatory Provident Fund and provident fund account details, civil service examinations results, office bearers of staff associations, unions and consultative committees, outside employment, investments and legal assistance.
- **Principals, teaching and non-teaching staff in aided primary, aided secondary and special schools, kindergartens, kindergarten-cum-child care centres, caput schools and Direct Subsidy Scheme schools etc**, including personal particulars, education and qualifications, employment history, salary and allowances, terms and conditions of service, rank and

post, training, long service or severance payment, personal leave records, no-pay leave, Mandatory Provident Fund and provident fund account details, attainment progress of the Certification for Principalship of aspiring principals, Language Proficiency Requirement results, teacher registration, public services and awards.

- **Students in kindergarten, kindergarten-cum-child care centres, primary and secondary schools, Direct Subsidy Scheme and private schools etc**, including personal particulars, parents/guardians information, schooling history, school places allocation related records and performance in various learning and assessment tasks.
- **Applicants for school registration, exemption from school registration, manager registration, registration as post secondary colleges, registration as members of Boards of Governors and of College Councils of post secondary colleges**, including personal particulars and, where appropriate, education, training or experience in teaching, school governance or educational matters, occupation, criminal and bankruptcy record(s) and whether they have been previously refused or cancelled registration as managers or teachers or permits to teach as permitted teachers as reported by the applicants.

The EDB also holds personal data of **other members of the public**, including :-

- Candidates for appointments, persons and candidates for appointment/elections to Advisory and Statutory Boards and Committees and their Sub-committees, members of Special Education Resource Centre, users of Central Resources Centre, representatives of the applicant bodies of the School Allocation Exercise, persons appointed as External Reviewers, Independent School Reviewers and Part-time School Inspectors, and seconded teachers, nominators, nominees and seconders of the Chief Executive's Award for Teaching Excellence.
- Applicants of supply teachers in schools, applicants and their related staff of non-local courses, applicants applying for training grants under funding schemes, personnel nominated in quotation for provision of services, commercial companies for maintenance, personnel engaged by outsourced companies, persons delivered services to EDB, bidders of tenders/quotations for commissioning of services and freelance persons.
- Beneficiaries of the Mortgage Interest Subsidy Scheme.
- Former students of the former Colleges of Education and Institute of

Language Education.

- Students in the database of the Young Achievers' Gallery.
 - Parents of gifted students.
 - Persons involved in suspected or established cases of offences under the Education Ordinance Cap 279.
 - Persons lodging complaints, making general enquiries and requesting for personal data or information under the Personal Data (Privacy) Ordinance and Code on Access to Information.
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Main Purposes of Keeping Personal Data

The EDB collects and keeps personal data for the following purposes :-

- conduct of research studies, invitation of participation in programmes/activities, assessment of applications, assessment of qualifications and applications for exemption, issue of certificates, monitoring of teachers' attainment progress, processing of applications for reimbursement of fees, assessment of nominations and dissemination of awarded teaching practices in connection with the Chief Executive's Award for Teaching Excellence, registration of teachers, registration of schools (including exemption from school registration) and school managers, registration of post secondary colleges and members of a Boards of Governors and of College Councils of post secondary colleges, verification of assessment, planning, provision and development of services, registration and exemption of registration for non-local courses, provision of Salaries Grant to aided schools, contribution to and maintenance of the provident fund accounts, assessment of fee revision applications, conduct of field audits and administration and enforcement of the Education Ordinance and Regulations (Cap. 279).
- planning, development, implementation and recording of support services required, provision of assessment and follow-up services, referral and placement, central allocation of school places, enforcement of universal basic education, compilation of student related statistics, monitoring of education grants, education researches and conduct of audit findings.
- performing a range of employment-related purposes, such as appointments, integrity checking, postings and transfers, offer/renewal/extension of

agreements, incremental credit, training and career development, revision of terms or conditions of service, promotion, conduct and discipline, legal assistance, housing benefits, continuation in or removal from office, pensions, retirement benefits, provision of testimonials and evidence of audit findings and issue of Government publications.

- recruitment, administering, servicing, making appointments to education related boards and committees and its subcommittees, planning and delivering education services, administration of various schemes, arrangement of payments for services delivered, issue of transcripts to students, dealing with complaints and enquiries or requests for personal data and information.

Personal data held by EDB may be provided to government departments and other organizations or agencies (whether within or outside the Hong Kong Special Administrative Region) authorized to process the information for verification, education-related and employment-related purposes.

Practices

The Principal Assistant Secretary (Administration) is responsible for monitoring and supervising compliance with the Ordinance and relevant codes of practice within EDB.

The following are maintained to ensure compliance with the Ordinance:

- Registers of requests made under the Ordinance.
- Data Protection Log Books, as provided for in Section 27 of the Ordinance.
- Guidelines for Users of Employment-related Personal Data in the Civil Service, which is procedural manual on compliance with the Ordinance for use by all EDB staff who have responsibility for the management of personal data systems or dealing with requests for access to or correction of personal data.
- Education Bureau Circular No.7/2000 “Guidelines on Compliance with Personal Data (Privacy) Ordinance, Cap. 486”.
- Guidelines on Personal Data (Privacy) Ordinance, Cap. 486 for schools.
- Access request forms for access to/correction of personal data held by EDB.

Data Access or Correction Requests

Data access or correction requests may be made by letter or on a request form obtainable from the 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Requests should be addressed to

Secretary for Education

[Attn.: Executive Officer (Administration Support)~~2~~ 3]

15/F., Wu Chung House,

213 Queen's Road East,

Wanchai, Hong Kong

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Data access or correction of personal data of students should be made to the schools concerned.

Charges

A charge will be imposed to cover the cost of photocopying personal data at the rate of ~~\$1.0~~ \$1.1 per photocopy or as otherwise provided for or approved by the Secretary for Financial Services and the Treasury.

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Education Bureau

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