## **PRIVACY POLICY**

CWGC values your privacy and is committed to processing and utilizing all personal information in compliance with the relevant provisions of the Personal Data (Privacy) Ordinance (PDPO).

## **Collection of Personal Data**

In certain instances, the school may require applicants to provide personal data for inquiries or application submissions. The purpose for which such personal data will be used is stated on the applicant's submitted form or on the relevant section of this website.

## **Access/Correction**

According to the PDPO, you have the right to request access to or correction of the personal data provided. To make such requests, please utilize the <u>PDPO Data Access Request Form</u> and send it to us along with the contact details outlined in the form and/or in each Personal Data Collection Statement. It is important to note that under Section 20(3)(e) of the PDPO, a data access request may be denied if it is not made using this form.

## Retention

CWGC adheres to and implements retention policies for records containing personal data in order to ensure that such data is not retained for a period longer than necessary to fulfill the intended purpose for which it was collected or is to be used.

If you have any inquiries regarding the above, please send them to us via mail at:

Christian Alliance Cheng Wing Gee College 12-14 Chik Wan Street, Tai Wai, Shatin, HK