



# JIS and Data Privacy Protection in Hong Kong

**August 2018**

## **Personal Information Collection statement (PICS):**

**Japanese International School – International Section (JIS), collects and holds personal information of individuals for the purposes of operating the school. JIS complies with the requirements of the Personal Data (Privacy) Ordinance and is committed to meeting internationally recognised standards of personal data privacy protection. To this aim, JIS is committed to protecting the privacy, confidentiality and security of the personal information we hold. We are equally committed to ensuring that all our employees and agents uphold these obligations. JIS will not disclose any personal data to any third parties without prior written consent except when it is permitted or required by law.**

**Japanese International School – International Section, (JIS) recognizes that:**

**Under the Ordinance, users have the right to request access to and to correct their personal data held by JIS. Individuals wishing to access or correct their personal information please send a request by email to:**

[s-miyajima@jis.edu.hk](mailto:s-miyajima@jis.edu.hk)

**August 2018**

**Key information from the Privacy Commissioner for Personal Data, Hong Kong as part related to the Personal Data (Privacy) Ordinance:**

### **Six Data Protection Principles (DPP) of the Personal Data (Privacy) Ordinance**

DPP1: personal data shall be collected for a purpose directly related to a function and activity of the data user; lawful and fair collection of adequate data; data subjects shall be informed of the purpose for which the data are collected and to be used.

DPP2: all practicable steps shall be taken to ensure the accuracy of personal data; data shall be deleted upon fulfillment of the purpose for which the data are used.

DPP3: unless the data subject has given prior consent, personal data shall be used for the purpose for which they were originally collected or a directly related purpose.

DPP4: all practicable steps shall be taken to ensure that personal data are protected against unauthorized or accidental access, processing or erasure.

DPP5: formulates and provides policies and practices in relation to personal data.

DPP6: individuals have rights of access to and correction of their personal data. Data users should comply with data access or data correction request within the time limit, unless reasons for rejection prescribed in the Ordinance are applicable.

# **Privacy Policy Statement (PPS) for Japanese International School – International Section:**

**Japanese International School is committed to protecting the privacy, confidentiality and security of the personal information we hold by complying with the requirements of Personal data (Privacy) Ordinance with respect to the management of personal information. We are equally committed to ensuring that all our employees and agents uphold these obligations to the highest standards of security and confidentiality.**

**August 2018**

**DPP1:** All data collected is used for maintaining and operation of school systems and daily functions. Unnecessary data is not collected, forms are clear and open about their purpose at all times.

**DPP2:** Data is collected on students and employees and used for school based purposes only. Once students have left the school, data is maintained in the school office for use of contact by receiving schools (5 years limit). Information related to employees is retained by the school office for future reference by employees or employers, with the consent of employees.

**DPP 3:** All data if used for other purposes approval would be applied for. Eg. Student directory – permissions is asked for /no family added without permission.

**DPP 4:** All personal information stored related to students on school networks is password protected and accessed by JIS staff only and used solely for the purpose of school communication and administration. Data collected on paper is kept in the school office secure area. Access is permitted only to JIS staff for the purpose of school communication and administration

**DPP 5:** Refer to PICS and PPS statements above

**DPP 6:** JIS families have the rights of access to update or correct their personal data through the school office. They should contact Ms Sachiyo Miyajima on [s-miyajima@jis.edu.hk](mailto:s-miyajima@jis.edu.hk)

JIS is aware of developments in the European Union concerning GDPR (General Data Protection Regulation (2018) and has checked the compliance liabilities for our school. JIS continues to collect any personal data for the operation of the school only and does not disclose any information without prior consent of individuals or families.

Simon Walton

August 2018