

Personal Information Collection Statement

1. This is a personal data collection statement made under applicable data privacy laws.
2. Personal data provided by you to the AISL Harrow family of schools (each a “School”, together, the “Schools”) will be used for the Schools to perform their administrative, education, academic and research functions, and for the directly related purposes.
3. Unless otherwise specified, the provision of personal data is voluntary. However, failure to provide the relevant personal data will render the Schools unable to perform the relevant functions, e.g. unable to consider your application or to provide relevant consultations.
4. If you are under the age of 18, we strongly encourage you to consult your parent or guardian before providing your personal data or ask your parent or guardian to fill in the relevant form on your behalf.
5. The information we collect are mainly as follows:
 - a. Personal details of pupils and students, and parents: name of child, date of birth, gender, place of birth, private address, private telephone number, email address, parents name and contact details, date of birth, emergency contact, days of absence, bank account details of parents, needs reports, recording of medical data and incidents, special educational needs records and dietary requirements;
 - b. Educational information; prep school and university attendance, tuition and extra-curricular accounts, attendance and non-attendance records, exam details and results, curricular activities; performance and educational needs reports, incident reports involving pupils or students;
 - c. Achievements; sports teams and positions of responsibility;
 - d. Membership of any clubs and societies within the Schools;
 - e. Event attendance and work experience placements
6. The purposes and use of the personal data collected are elaborated as follows:
 - a. as a basis for selection for admission and communication on admission-related matters;
 - b. for awarding scholarships;
 - c. as evidence for verification of your identity, your qualifications and academic records in relevant schools in Hong Kong or other places, and other information provided in the forms/ documents;
 - d. identify possible multiple applications and records of your previous and existing studies at the Schools and other schools (if applicable);
 - e. for all purposes relating to studies at, activities conducted by, and facilities, services and benefits provided by the Schools (in particular those governed by the relevant regulations, policies and procedures of the Schools). Personal data and photo images of students may also be used by the Schools for the production of membership cards and conduct of activities;
 - f. maintaining contact, updating the latest developments of the Schools, and provision of information; and
 - g. Subject to your consent, we, our affiliated schools and companies may use your personal data (including name, gender, telephone number, fax number, location, postal address, email address, month and year of birth, as well as the information relating to academic results) for education related marketing purposes. We may dispatch to you the promotional

information via direct marketing telephone calls, e-mail, e-message, facsimile, direct mailings etc.

7. Personal data will be kept confidential and handled by the Schools' staff members. Nonetheless, we may disclose and transfer (whether in Hong Kong or overseas) your personal data to the following parties to use, disclose, process or retain your personal data for the purposes mentioned above and/or to undertake some of the Schools' academic, research and administrative functions, and for other purposes as shall be agreed between you and us or required by law from time to time:
 - a. Our agents and contractors and service providers (e.g. processing of student visa, arrangement of activities such as exchanges, internships, placements and field trips, granting of scholarships and financial aids);
 - b. Our affiliated schools and companies;
 - c. Bank, financial institutions and credit providers;
 - d. Debt collection agencies, credit reference agencies and security agencies
 - e. Regulatory bodies, law enforcement agencies and courts; and
 - f. Our professional advisers.
8. In case of application for admission to a programme jointly offered or collaborated by the School and its partner institution(s) or organisation(s), your personal data provided to the School may be transferred to the partner institution(s) or organisation(s) concerned for the purposes as stated in paragraph 6 above.
9. If you are admitted as a student of the School, your personal data provided during the application process will be transferred to the student record system of the School, together with your personal data (including the photo image) provided during registration, to become part of your official student records.
10. The Schools may from time to time include photographs or images of students in the Schools' promotional material such as prospectuses and websites. The Schools will not disclose the full name or home address of a student without the parent's consent.
11. Personal data of the students of the Schools (including study records) will be used by the Schools during their studies at and after they leave the Schools for conducting statistical analysis, research, survey, review and audit.
12. If at any time in the future you do not wish to receive marketing promotional information from us with respect to the Schools or our affiliated schools, or do not wish us to disclose, transfer or use your personal data for the aforesaid marketing purposes, please contact the Schools' marketing department at marketing@aisl-edu.com to update your instruction.
13. You have the right to request the Schools to ascertain whether they hold your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to and correction of personal data should be made by making a request and on payment of a handling fee. Request for correction of personal data should be made in writing with supporting documentation. Please address such applications and request to the Schools' marketing department at marketing@aisl-edu.com.