

## Personal Information Collection Statement

1. This is a personal information collection statement made under applicable data privacy laws.
2. Personal data provided by you to AISL Outdoor (“AO”) will be used by AO to perform our administrative, education, academic and business 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 us unable to perform the relevant functions, e.g. unable to consider your application/registration or to provide you with our services and/or products.
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 participants and their parents such as name, date of birth, gender, address, telephone number and email address;
  - b) Educational information, medical data and incidents, special educational needs records and dietary requirements of participants; and
  - c) Personal details of emergency contact.
6. The purposes and use of the personal data collected are elaborated as follows:
  - a) for our daily operations such as providing you with educational products, services and consulting;
  - b) for designing and developing educational products, services, consulting and related products and/or services for your use;
  - c) as a basis for selection for admission to educational programmes/courses and/or to the AISL Harrow Schools (as defined below), as applicable;
  - d) for communications on admission-related and programme-related/course-related matters;
  - e) 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 and/or documents;
  - f) for maintaining the security, health, and safety of our employees, participants and any third party, including performing internal audits or investigations;
  - g) for complying with applicable laws and child safeguarding requirements;
  - h) for maintaining contact with you and updating you on the latest developments of AO and the AISL Harrow Schools; and
  - i) for conducting education-related marketing by dispatching to you promotional information via direct marketing telephone calls, e-mail, e-message, facsimile, direct mailing, etc. subject to your consent.
7. Personal data will be kept confidential and handled by AO’s 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 AO’s administrative, education, academic and business functions,

and for other purposes as shall be agreed between you and us or required by law from time to time:

- a) Asia International School Limited, its family of schools comprising three operating school brands including Harrow International Schools, LI DE Schools and Little Lions Kindergartens (collectively, the “AISL Harrow Schools”), its subsidiaries and affiliates
  - b) our agents, contractors and service providers which provide administrative, computer, payment processing or other services to us;
  - c) our partner institution(s) or organization(s) which we collaborate in providing products and services;
  - d) bank, financial institutions and credit providers;
  - e) debt collection agencies, credit reference agencies and security agencies;
  - f) regulatory bodies, law enforcement agencies and courts; and
  - g) our professional advisers.
8. If your personal data is shared with a third party, we will require that the third party uses appropriate measures to protect the confidentiality and security of your personal data. We take the security of your personal data seriously and properly in accordance with legal requirements.
9. We may from time to time include photographs or images of participants in our promotional material such as brochures, prospectuses and websites. We will not disclose the full name or home address of a participant without the parent’s consent.
10. Personal data will be stored in a range of places, including on our centralized database and on other systems of us including email. Personal data obtained on physical copies will be stored in a lockable document storage cabinet to protect its confidentiality and security.
11. Personal data of the participants will be used by us during their participation in the relevant programme(s)/course(s) and after the programme(s)/course(s) end for conducting statistical analysis, research, survey, review and audit.
12. We will retain personal data for as long as needed to provide you with products and services, comply with our legal obligations, resolve disputes, enforce our agreements, and as otherwise permitted by applicable laws.
13. If at any time in the future you do not wish to receive marketing information from us with respect to us or the AISL Harrow Schools, or our products and services, or do not wish us to disclose, transfer or use your personal data for the aforesaid marketing purposes, please contact our marketing department at [info@aisloutdoor.com](mailto:info@aisloutdoor.com) to update your instruction.
14. You have the right to request us to ascertain whether we hold your personal data, to access to and to be given a copy of the personal data, to apply for correction of the personal data, if deemed incorrect, and to object to the collection, use or disclosure of your personal data at any time. 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. You may exercise your rights by addressing applications and requests to our marketing department at [info@aisloutdoor.com](mailto:info@aisloutdoor.com).