

# **Personal Information Collection Statement**

## **Purpose of Personal Data Collection**

The personal data collected in all application forms of the School will be used solely for processing the relevant applications.

## **Voluntary or Mandatory Provision of Personal Data**

Provision of personal data is voluntary. You *must* provide the required personal data in fields marked with an asterisk (\*). If you fail to provide complete and accurate personal data, the School will be unable to process your application.

## **Disclosure of Personal Data**

Collected data will be treated confidentially. Without your prior consent, we will not disclose your personal data to any third parties or organizations for any purpose. However, if the School acts solely as an agent for processing the application and not as the organizing body, we may transfer collected personal data to the relevant organizing body during application processing.

We may disclose your personal data when required by law, government/regulatory authorities, or upon obtaining your explicit consent.

## **Right to Access and Correct Data**

You have the right to request access to and correction of your personal data held by us. To exercise these rights, please contact the School via email at: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk).

## **Retention of Personal Data**

We will retain your personal data only for the duration necessary to fulfill the purposes stated at the time of collection. When personal data held by the School is no longer required for the stated purposes, it will be destroyed according to the retention period specified in the School's internal guidelines.