

Privacy Policy

16-Dec-2015

The French International School “Victor Segalen” Association Limited (FIS) is committed to complying with the requirements of the Personal Data (Privacy) Ordinance.

The FIS Privacy Policy is formulated to protect the privacy of all data subjects. FIS collects and holds personal information of individuals for different purposes such as student and parents information (in connection with students’ applications, alumni, records activities and communication to students and parents on behalf of FIS); employee information (particulars relating to jobs applicants, current and former employees kept for administration and human resources purposes) and any other records (not related to students or staff kept in connection with the general functioning of FIS). On or before collecting personal information of students, FIS will first obtain the prior written consent from his or her parents or guardians.

There are three general categories of personal data held by FIS:

1. Student information, which includes information supplied by students, their parents or guardians and is collected in connection with student applications, student records and communications between FIS and the students, their parents or guardians. Student records are kept for the purpose of maintaining a record of the students and communicating with the students, their parents or guardians.
2. Personnel information, which includes personal particulars, job descriptions, details of compensation and benefits, performance appraisals, references and disciplinary matters relating to job applicants, employees and former employees of FIS. Personnel records of employees are kept for human resource management purposes.
3. Other records, which include administration and other files, containing personal data provided to FIS by individuals for purposes other than those connected with students, contacts, communications or employment. Other records are kept for the purpose of school administration, conducting FIS’ functions and activities, seeking advice on operational matters and undertaking communications.

FIS employees and any party who is designated by FIS to handle the information will comply with the strictest standards of security and confidentiality. All practicable steps shall be taken to ensure that personal data are protected against unauthorized or accidental access, processing or erasure. Unless permitted or required by law, FIS will not disclose any personal data to third parties without prior written consent. FIS’ policy is to retain personal data for no longer than is required to fulfill the purpose (or any directly related purpose) for which the data was to be used, subject to legal, statutory and regulatory requirements mandating the retention of data.

Some of our web pages require submission of personal information. Under those circumstances, every attempt will be made to protect the privacy; however, FIS cannot guarantee the absolute security of any information submitted.

When you visit our website, a record of your visit is made as a "hit" which may show your domain name server address and the pages you have visited. No personally identifiable information is collected. The "hit" information allows us to compile statistics about the number and types of visitors to our site.

Under the Personal Data (Privacy) Ordinance, users have the right to access or correct their personal data held. All requests must be submitted to: info@lfis.edu.hk

If you have any queries about our policy and practice, please write to info@lfis.edu.hk