

个人信息收集申明

PERSONAL INFORMATION COLLECTION STATEMENT

根据本申请表所收集的申请人和/或其家长/监护人的个人信息, 将由我们的工作人员进行处理对其保密, 并被大连美国国际学校/大连华美学校 (以下简称“我们”) 使用, 使用时将依照法律法规及相关目的, 包括但不限于:

The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by Dalian American International School/Dalian Huamei School (“we” or “us”) for lawful and relevant purposes including but not limited to:

- (a) 对申请人入读大连美国国际学校/大连华美学校 (以下简称“学校”) 的评估
assessing the suitability of applicants' admission to Dalian American International School/Dalian Huamei School;
- (b) 处理入学申请
processing applications for admission;
- (c) 核实申请人的考试成绩、学习记录等信息
verification of the applicant's examination results, academic records and other information;
- (d) 入学后的学校管理及运营
school administration and operation after admission;
- (e) 向家长和学生通报信息。信息内容包括但不限于: 新闻通讯以及学校或第三方组织提供的活动和课外活动的信息
sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (f) 数据分析及研究
statistical and research purposes;
- (g) 其它与学校相关的用途
other school related purposes;
- (h) 校友活动
alumni activities

如果我们的任何讯息内容构成直接营销, 按法律要求我们将单独征求您的同意。

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

我们可能会披露一些数据给第三方, 如: 机构 (包括中华人民共和国政府)、服务提供商、以及由我们指定使用的一些学术职能、辅导职能及行政职能的承包商 (无论其位于学校所处司法管辖区域内或区域外)。这包括分支机构间的数据传输。除以下情况外, 我们不会将任何个人资料披露给任何外部机构或组织:

We may disclose some of the data to third parties such as agencies (including the government of the People's Republic of China), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) 本声明明文规定的披露
Such disclosure is expressly provided for under this Statement;
- (b) 申请人或其家长/监护人允许的披露
Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) 法律允许或要求的披露
Permitted or required by law.

个人信息存储于我们或我们的分支机构的数据库系统中 (其可能位于学校所处司法管辖区域内或区域外) 及在线门户中, 申请成功后, 这些个人信息将构成申请者的部分正式学生记录。它也可能被存储于网上学生资源中, 如: 全球校园。

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside

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the jurisdiction in which the School is located) and online portals and where application is successful, such personal data will form part of the applicant's official student records. It may also be stored in online student resources such as the global classroom.

如申请被拒绝, 按照法律规定, 如申请者的这些个人信息无需保留, 则将于申请被拒后的24个月内被销毁, 否则将按法律规定/允许进行保留。

Where such personal data is not required to be retained by law, such personal data will be destroyed with 24 months following rejection of the application or otherwise as required or permitted by law.

若“家校委员会”(PSP)成立, 我们可能会将这些个人信息提供给相关PSP, 列入PSP目录或其他PSP活动中。如申请人或其家长/监护人不希望这些信息被列入PTA目录, 请告知我们。

If a Parent School Partnership (PSP) is established, we may provide such personal data to the relevant PSP for inclusion in the PSP directory and other PSP activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PSP directory, please inform us.

我们可能会将学生的照片、影片、姓名或学习作品放在我们或我们分支机构的网站、社交媒体或出版物上。

We may place a student's photo, video, name or school work in our or our affiliates' website, social media or publications.

如该学生已有兄弟或姐妹就读该校, 其兄弟或姐妹的记录, 将根据该学生入学报名表里的相关信息进行更新。

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant.

未能按要求提供信息, 可能会导致我们不能处理申请, 并可能影响申请结果。

Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.

我们将采取一切可行及合理的措施, 确保我们所获得个人信息的准确性。我们也将采取一切可行的措施, 确保个人信息的安全, 并避免未经授权的或意外的对个人信息的查阅、收集、使用、披露、复制、修改、处理、删除或其他操作。

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

任何因本声明而引起的投诉, 应以书面形式向校长提出(向学校提出)。

Any complaints arising out of this Statement should be addressed in writing to the Principal (addressed to the School).

欲了解学校的隐私政策, 可访问: www.nordangliaeducation.com

The terms of the School's privacy policy can be found at: www.nordangliaeducation.com

本人已阅读, 了解并同意此《个人信息收集声明》内所列的条款, 并在下方签字。

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND AND CONSENT TO THE PROVISIONS CONTAINED WITHIN THIS PERSONAL INFORMATION COLLECTION STATEMENT.

学生姓名:

Student Name

家长签名:

Parent Signature

日期:

Date
