

有關「明日之星-星伴同行」師友計劃的收集個人資料聲明

Personal Information Collection Statement for the Future Stars Mentoring Programme

扶貧委員會及「明日之星-星伴同行」師友計劃（師友計劃）的服務提供機構重視閣下的個人資料私隱，並希望藉此機會讓閣下了解我們根據《個人資料(私隱)條例》的要求所定下的個人資料私隱政策。

To assure you of our awareness of your personal data privacy, the Commission on Poverty and service provider of the Future Stars Mentoring Programme (the Mentoring Programme) take this opportunity to inform you of the following important information about our personal data privacy policy formulated in compliance with the requirements of the Personal Data (Privacy) Ordinance.

收集目的及個人資料的使用

Purposes of collection and use of personal data

- (一) 閣下向我們提供的個人資料只會用作推行師友計劃的用途，包括(i)有關師友計劃的日常行政及通訊；(ii)友師及青年的配對；(iii)閣下與獲配對青年、參與師友計劃的其他友師，以及主辦機構和服務提供機構之間的通訊；及(iv)作為有關師友計劃的分析/研究。

The personal information collected from you will be used solely for the operation of the Mentoring Programme, including (i) for our day-to-day administration and communication on matters relating to the Mentoring Programme; (ii) for matching of mentors and youths; (iii) for communication between you and the youth matched with you, the organiser, the service provider and other mentors under the Mentoring Programme; and (iv) for analyses/research related to the Mentoring Programme.

- (二) 我們只向閣下收集推行師友計劃所需的個人資料。若閣下不同意提供我們所需的個人資料，或會妨礙閣下在師友計劃下獲配對青年，並影響主辦機構、服務提供機構、獲配對青年及參與師友計劃的其他友師與閣下的溝通。

The amount of personal information we collect from you is kept to the level necessary for the operation of the Mentoring Programme. Your reservation in providing us with the information we require may affect your chance of matching under the Mentoring Programme, and the communication between you and the organiser, the service provider, the youth matched with you and other mentors under the Mentoring Programme.

個人資料的轉移

Transfer of personal data

- (三) 在管理、甄選、配對及提供服務的過程中，我們在有需要時可能會向獲配對青年、服務提供機構或參與師友計劃的其他友師提供閣下的個人資料。有關青年、服務提供機構及參與師友計劃的其他友師在資料轉移前作出保證，確保閣下被轉移的個人資料會獲得合理的保障。

For the purpose of administration, selection, matching and provision of service under the Mentoring Programme, your personal information may be transferred to the service provider, the youth matched with you or other mentors under the Mentoring Programme. Such service provider (and its representative(s)), youth and mentor are required to afford reasonable level of protection for your personal information transferred to them.

個人資料的保留

Retention of personal data

- (四) 我們維持及執行載有個人資料的紀錄的保留政策，以確保個人資料的保存時間不會超過將其保存以貫徹該資料被使用於或會被使用於的目的而所需的時間。我們會在閣下完成或終止參與師友計劃的六個月內（以較早日期計算），將閣下的個人資料刪除。就未獲安排提供服務的參加者，我們會在向閣下發出配對結果通知的六個月內刪除閣下的個人資料。

We maintain and execute retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used. Your personal information collected will be deleted within 6 months upon completion of, or your withdrawal from, the Mentoring Programme (whichever is the earlier). For unsuccessful applicants, their personal information will be deleted within 6 months from the notification of application results.

個人資料的保障措施

Protection of personal data

- (五) 我們採取適當步驟以保障所持有的個人資料免受喪失、被未經准許的查閱、使用、修改或披露。我們辦公室內的人員均須遵守既定的個人資料管理指引，並只能按「有需要知道」的原則查閱個人資料。

We take appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure. Personnel in our office are required to follow established guidelines on personal data management, and can only gain access to the personal data on a need-to-know basis.

查閱及改正資料

Right of access and correction of personal data

- (六) 閣下可向我們提出查閱及更改我們所持有有關閣下的個人資料。若閣下希望提出查閱及更改個人資料的要求，或就我們的私隱政策有查詢，請聯絡我們的資料保障主任：

You have the right to request access to and correction of your personal data held by us. Requests of data access and correction and enquiries related to our privacy policy should be addressed to our Data Protection Officer, who may be contacted at:

電話 Tel : 3142 2888

傳真 Fax : 2537 7068

電郵 Email : futurestars@cso.gov.hk

地址 Address : 香港添馬添美道 2 號政府總部 26 樓扶貧委員會秘書處
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