

## **Matters on Students' Right of Portraits**

9 September 2019

Dear Parents,

To promote parent-school cooperation and make the parents know more about their children's school life, we will regularly update the multimedia contents on our school's website, printed publications and other advertising materials. In addition, we may duplicate the on-campus exercise works, study/activity achievements and competition works of our students for the purposes of learning, teaching exchanges, publishing or exhibition, aimed at praising our students' efforts and achievements and increasing their self-confidence and sense of identity with our school. For this, photos, videos, audio recordings and works of our students in school activities may be included on our school's website, publications, leaflets, newsletters, banners or other publicity materials.

To protect personal information and privacy, we will appropriately keep the personal information of our students and their parents or guardians we collect and save, carefully and seriously deal with the duplication, reprint or display of our students' portraits and works according to the legal principle of "fair use", and use these materials only for our school's education and publicity activities to strengthen the relationship with the parents and the community.

Yours sincerely,  
Ms Hui Kam Chu  
Principal

Yours sincerely,  
Ms Cheung Mei Yeung  
Teacher-in-charge