



Shin Yat Tong On Yat Kindergarten

Personal Privacy ~ Asking Permission from Parents

14th August, 2025

Dear Parents,

The school new term has begun, which implies that the children commence their wonderful school lives this school year. As always, the staff at General Office or teachers may take photos or videos of your children in class or other activities, when necessary, for teaching analysis and evaluation of children's learning effectiveness after class.

During special school activities, school commemoration, parent-child activities and some festive celebration, we may arrange professional photography company or teaching staff to conduct photo taking or video recording in order to archive precious information. Some activities highlights will be transferred into photo albums and video clips, which will be displayed through school website, Facebook, YouTube, leaflets, posters and banners for the general public, as well as to share experience with members in the educational field.

Due to the Personal Data (Privacy) Ordinance, we must obtain your consent before publicly displaying the portraits of you or your children that may be captured on camera or screen when participating in activities. Therefore, we are sincere to ask for your permission to authorize us to adopt these precious photos or videos for the purposes of educational research, public sharing and school promotion in future.

As promised, all photos or videos of school activities shown will be strictly reviewed and screened, following the principle of maintaining the good image of you or your children. At the same time, unless you are willing to do so, all commercial activities are not involved. Thank you for your fully support and understanding.

Attached with Personal Privacy ~ Parental Authorization Reply Slip. Please fill in the particulars below and hand in to the class teacher on or before 18th August, 2025 (Monday). Thank you.

Yours faithfully,
General Office



Personal Privacy ~ Parental Authorization Reply Slip

To Shin Yat Tong On Yat Kindergarten,

I have been informed of the contents of File No:(SYT)S/2025/02. According to the description of the purpose of using above information and commitment, I hereby reply to you as follows:

I *agree / disagree to authorize you to freely use the portrait photos or videos of me (the parent), my relatives, friends, daughter, or child participating in activities in the future, provided that your kindergarten specifies the purpose of such use in the notice.

Student name: _____ Class: _____

Parental signature: _____ Date: _____

* Please delete as appropriate.