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You have the right to request access to and/or correct the personal data held about you and your child(ren) by the School and the School shall respond to such requests as soon as reasonably possible. You may contact [admissions@sais.hk](mailto:admissions@sais.hk) in writing (together with proof of your identity) to confirm what personal data the School holds concerning you and your child(ren), request a copy of that data and request that any errors or omissions in your or your child(ren)'s personal data be rectified. The School must be able to verify your identity before it can accept any access or correction requests from you and a fee may be charged for such access. The School reserves the right to decline access if the burden or expense of providing access would be unreasonable or disproportionate, if the School is satisfied on reasonable grounds that a correction should not be made or if any of the exemptions under the PDPO are applicable. Written requests for access and correction can be made to the School.

The School will take practicable steps to ensure the accuracy of the personal data we hold and will ensure that your personal data is always secure by implementing appropriate security measures to prevent unauthorized or accidental access, collection, processing, erasure, loss, use, disclosure, copying or modification of your personal data, in particular when the processing of data involves third parties. The School will only retain your and your child(ren)'s personal data for so long as it is necessary to fulfill the purposes listed above.

Stamford American School Hong Kong

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