

ISLAMIC PRIMARY SCHOOL NOTICE
Use of Photographic Images of Students and CCTV System
(Privacy Ordinance)

E/IC/SC/24/16
4th September, 2024

Dear Parents,

We are now required by law to obtain parental permission to use pictures, student works and information of children in any publication. This includes the school website, school news, school newsletters, school banners and posters. Please fill in the following consent form and sign below.

To enhance school security and children's safety, there is a 24-hour CCTV system on our school campus. The video recording of the CCTV is regularly deleted and only examined, obtained, managed by the authorized persons to ensure privacy protection.

In order to protect the privacy rights of students, without the consent of the school, except for the teaching staff appointed by the school, no person is allowed to take pictures or record students, teachers or other parents in the school or any school event without permission, let alone photograph the situation in the school outside the window.

Thank you for your attention.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Ko Tak Yin", is written over a horizontal line.

Ko Tak Yin
Headmistress



Reply Slip
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Dear Headmistress,

I acknowledge the use of CCTV on the school campus.

I * **allow** / **do not allow** Islamic Primary School to use photos, work, or the name of my child in school publications, on the school website, or on school banners or posters.

Parent's Signature: _____

Parent's Name: _____

Student's Name: _____ Class: _____

Date: _____

* Please delete as appropriate.