

伦敦汉语文化学校 (LCLC) 个人数据使用和保护通知

根据欧盟信息保护法规 (GDPR)，我校要对学生和家长的姓名、照片以及联系方式等信息进行重新收集、处理和保护。

LCLC 的职责

LCLC 将履行《一般数据保护条例》(GDPR) 制定的法律职责，保护个人数据，安全存储或销毁数据，不过分收集或保存数据，避免个人数据丢失、使用不当、未经许可的使用或泄漏。

个人数据存储时间

我们只在学生在校读书期间保存数据，当学生因毕业、转学、退学等原因离开学校后，该学生的所有相关个人数据将从电子档案中被删除，纸质信息材料将被随即销毁。

您的权益

- 您有权使用我们所存储的您的数据，您有权修正和更新我们所存储的您的数据
- 您有权要求我们删除您的数据

我们将不会直接向 16 岁以下的学生收集数据，数据将从学生的父母或者监护人收集。

同意书

我同意以下条款：

- 一、同意学校的通知、课堂教学、文体活动、宣传等相关学校信息通过以下方式接收：
电子邮件 / 电话 / 手机短信 / 社交平台 (微信/WhatsApp/脸书)
- 二、同意孩子的名字和在 LCLC 学校学习活动的影像用在学校出版的刊物、资料、网页和社交平台 (微信或 WhatsApp 等) 上
- 三、同意在校期间接受紧急救护，同意学校把信息转给 NHS 或相关医疗专业人士

学生姓名 (中文)：

学生姓名 (英文)：

家长姓名 (中文)：

家长姓名 (英文)：

签署：

日期：

如果您有疑问，请联系：

数据管理员：郑太英

电话：07443 902473

电子邮件：lclcschool@hotmail.com

Notice of the Use and Protection of Personal Data of LCLC School

According to the European Union's General Data Protection Regulations (GDPR), our school will re-collect, handle and protect the names, photos and contact information of students and parents.

LCLC's responsibilities

LCLC will fulfill its legal obligations under the General Data Protection Regulations (GDPR) to protect personal data, securely store or destroy the data, and collect or save data without personal data loss, misuse, unauthorized use, or disclosure.

Personal data storage time

We only save data when students are in school. When students leave school because of graduation, transfer, or dropout, all relevant personal data of the students will be deleted from the electronic file. The paper information will be destroyed immediately.

Your rights and interests

- You have the right to use your data stored by us, and you have the right to amend and update your data stored by us
- You have the right to ask us to delete your data

We will not collect data directly from students under the age of 16, data will be collected from the student's parents or guardians.

Consent form

I, agree to the following terms:

1. School information, such as notices, class-time activities, sports activities, and other school related news and publicity are received through the following methods:

Email / Phone / SMS / Social Platforms (WeChat / WhatsApp / Facebook).

2. The child's name and the images of learning activities at LCLC School are used in publications, materials, web pages, and social platforms (WeChat, WhatsApp, etc.) published by the school.

3. To receive urgent medical treatment during school time and agree to transfer information to NHS or relevant health professionals.

Student Name (Chinese):

Student Name (English):

Parent's name (Chinese):

Parent's name (English):

Signed:

Date:

If you have any questions, please contact:

Data Administrator: Taiying Zheng

Tel: 07443 902473

Email: info@chineseculturecentre.com

伦敦汉语文化学校 (LCLC) 学生行为准则

我们要求 LCLC 学生遵守以下行为准则：

- 1, 尊重每一个人，听从老师的指挥；
- 2, 保证出勤率，准时到校，努力学习；
- 3, 请穿着适合的服装和鞋子；
- 4, 请在指定的范围内活动；
- 5, 保持桌面和地面干净整洁，不可以乱动校内办公设施及他人物品；
- 6, 禁止使用不适当的语言和手势；
- 7, 有序地进出教室，不可以在校内奔跑；
- 8, 禁止在铺有地毯的地方吃东西；
- 9, 放学以后，请跟随家长或监护人及时离开学校。

如果学生违反了行为准则，学校根据情况进行相应处罚，详情可查看学校网站或向校长咨询。

LCLC STUDENT CODE OF BEHAVIOUR

LCLC school is a place of learning; therefore, we expect students to adhere to the following behaviour code:

- 1, Treat everyone with respect all the time. Follow teacher's instructions.
- 2, Excellent attendance, punctuality, effort are required for success.
- 3, Wear sensible clothing and shoes that are appropriate for school.
- 4, Stay in designated areas only.
- 5, Buildings will be kept clean and neat. Do not deface or damage school property.
- 6, Avoid inappropriate language and gestures.
- 7, Maintain order when moving to different areas, do not run, running is a frequent cause of injuries.
- 8, No eating and drinking over carpeted floors.
- 9, Leave the school site with parents or carers immediately after school.

If a student breaches the Code of Conduct, the school may implement the Disciplinary Procedure. Details of this are available on the school website or consult with the headteacher.