



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
個人資料保護辦公室
Gabinete para a Protecção de Dados Pessoais

Authorization No. 02/2008
Exemption from the Obligation of Notification

Personal Data Processing by Educational Institutions Relating to Students

This authorization is promulgated in accordance with Numbers 2 and 3, Article 21, Act 8/2005. The controllers concerned can carry out personal data processing within the scope of this authorization, with exemption from the obligation of notification as stated in No. 1, Article 21 of the above Act.

Article 1
Purposes of the Processing

The authorization of exemption applies to the automated processing of personal data concerning students by educational institutions for the following purposes:

1. Educational activities;
2. Provision of educational support;
3. Management of schools, charges and fees;
4. Contact with students, parents or guardians.

Article 2
Categories of Personal Data

The personal data processed for the purposes stated above is confined to the following categories:

1. Identification data:
 - 1) Name, age or date of birth, sex, names of parents, nationality, place of birth, origin of family, permanent address, language used, education, type of identification document and its number, date of issue and expiry date, type of student card and its number, date of issue and expiry date, internal identification number and photograph.
 - 2) Address, telephone number, fax number, email address and number of medical card.



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- 3) All the data collected and processed as required by regulations of the educational institutions, if the data subject is a non-local student, a serving employee, an applicant or recipient of cash or other tangible benefits offered or administered by the educational institutions, including studentship, subsidies, allowances, rewards or loans.
2. Contact data: Names of parents, guardian or of contact person, their sex, nationality, language used, address, telephone number, fax number, email address, type of identification document and number, occupation and place of work, and relationship with the data subject, if the data subject is a minor or an interdicted person, at school pursuing senior high school or special education or a non-local student.
3. Education-related data: Level/grade, programme, medium of instruction, school subjects, credit points, assessment, attendance record, merit/demerit or award/penalty record, enrollment and registration, degrees, diplomas and certificates conferred.
4. Other data: Forms of payment, place of payment, bank account number, name of bank account holder, financial agency, and the related insurance company and insurance number if compensation is to be claimed from the insurance company for the purposes mentioned in Article 1.

Article 3

Duration for Data Preservation

1. The maximum duration for keeping the data listed above is five years after the termination of student status in this educational institution.
2. The duration mentioned above may be extended, as necessitated by judicial proceedings, for six months after the data is handed over to the judiciary or after the final verdict.
3. For the purpose of keeping educational activity records, the data listed in Numbers 1(1) and 3 of Article 2 above can be preserved permanently.



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Article 4
Data Recipients

Data recipients include:

1. Entities to be informed in accordance with legal provisions;
2. Entities to be informed with the consent of the data subject or with the consent of the parents or guardian of the data subject who is a minor or an interdicted person, for purpose mentioned in Article 1.

Chan Hoi Fan, Coordinator of the Office for Personal Data Protection
22 February 2008

Unofficial Translation