



GUIDELINES FOR PHOTO AND VIDEO-SHOOTING ON SCHOOL CAMPUS

(Applicable to alumni of CACWGC)

1. The school expresses great appreciation to the alumni for considering the school campus as the location for photo-taking and/or video-shooting in wedding/graduation gown or other projects. This demonstrates their sense of ownership and connection to the college.
2. Applicants should initiate the arrangement by **contacting a serving teacher who will accompany the crew on the designated day.**
3. Please note that **only NON-school days**, such as Saturday mornings, can be favorably considered for this purpose.
4. The **basketball court, volleyball court, and other designated areas on the ground floor can be considered** for photo-taking and/or video-shooting purposes. However, certain areas within the school premises, such as the school hall, classrooms, laboratories, and library, are not suitable for photo-taking or video-shooting as these areas are primarily designated for learning and teaching activities.
5. To proceed with the arrangement, applicants are kindly requested to submit a **Google application form** <https://forms.gle/f5yG8ZoYDn32w3DR8> at their earliest convenience. Please also confirm the submission with the school office at 2604 9762.
6. Please be aware that failure to comply with the guidelines and procedures outlined above, as well as those specified in the appendix, may result in the denial of the request or the termination of photo-taking and/or video-shooting activities on the school campus.
7. Lastly, the school wishes the wedding/graduation or project, as well as the photo-taking and/or video-shooting, to be a blessed, joyful, and memorable event. We hope that this arrangement will contribute positively to the overall experience of the occasion.
8. For inquiries, please contact the Vice Principal (Mrs Yim) or School Executive Officer (Ms Winnie Yip).



Important:

The school administration maintains the authority to make the **final decision regarding the approval or denial of any requests** for photo-taking and/or video-shooting activities on the school campus, taking into consideration the school's policies, regulations, and any applicable laws or ordinances.

APPENDIX 1: Hong Kong National Security Law

In accordance with the Hong Kong National Security Law, it is important to ensure that any activities taking place on the school campus, including photo-taking and/or video-shooting, comply with the provisions of the law. Please be mindful of the following:

1. Avoid engaging in any activities that may be perceived as endangering national security or promoting secession, subversion, terrorism, or collusion with foreign forces.
2. Do not display or use any materials, symbols, or slogans that may contravene the National Security Law or promote separatism, extremism, or other unlawful activities.
3. Refrain from capturing or disseminating any content that may incite hatred, violence, or discrimination based on race, religion, nationality, or other protected characteristics.
4. Any individuals participating in the photo-taking and/or video-shooting activities should exercise caution and refrain from engaging in any behavior that may be considered unlawful or a breach of the National Security Law.
5. The school reserves the right to terminate or suspend any activities that are found to be in violation of the National Security Law or any other relevant laws or regulations.

Special Remark:

This statement is provided solely for informational purposes and should not be considered as legal advice. It is crucial for all individuals involved to thoroughly acquaint themselves with the provisions of the Hong Kong National Security Law and seek appropriate legal guidance, if necessary, to ensure full compliance.

APPENDIX 2: Personal Data (Privacy) Ordinance

It is also important to adhere to the provisions of the Personal Data (Privacy) Ordinance (PDPO) when conducting photo-taking and/or video-shooting activities on the school campus. The PDPO governs the collection, use, storage, and handling of personal data and ensures the protection of individuals' privacy rights. Please consider the following:

1. Obtain Consent: Obtain voluntary and informed consent from individuals before capturing their personal data, such as images or videos, for specific purposes.
2. Purpose Limitation: Only collect and use personal data for the purposes for which consent has been given. Avoid using personal data for unrelated purposes without obtaining additional consent.
3. Data Security: Implement measures to protect the security of personal data collected during photo-taking and/or video-shooting activities, preventing unauthorised access, loss, alteration, or disclosure.
4. Data Retention: Ensure that collected personal data is not retained for longer than necessary. Dispose of it securely when the intended purpose has been fulfilled.
5. Individual Rights: Respect individuals' rights under the Personal Data (Privacy) Ordinance (PDPO). Respond promptly to requests or inquiries regarding personal data.
6. Transfers and Disclosures: Use caution when sharing or transferring personal data to third parties, ensuring adequate safeguards are in place to protect the data and comply with PDPO requirements.

Special Remark:

The above information provides a general overview of the PDPO and its implications for photo-taking and/or video-shooting activities. It is advisable to seek legal advice or consult the Office of the Privacy Commissioner for Personal Data (PCPD) for specific guidance on compliance with the PDPO in your particular circumstances.
