

Rev Fr Anthony Bogadek Biology Scholarship
and
Mr NG Kwok Hon Chemistry Scholarship



~ Donation Form ~

To: The IMC of St. Louis School

<u>Biology Scholarship</u>		<u>Chemistry Scholarship</u>	
Donation Amount:	<input type="checkbox"/> HK\$ 30,000 <input type="checkbox"/> HK\$ 20,000 <input type="checkbox"/> HK\$ 10,000 <input type="checkbox"/> HK\$ 5,000 <input type="checkbox"/> HK\$ (other amounts, please specify)		<input type="checkbox"/> HK\$ 30,000 <input type="checkbox"/> HK\$ 20,000 <input type="checkbox"/> HK\$ 10,000 <input type="checkbox"/> HK\$ 5,000 <input type="checkbox"/> HK\$ (other amounts, please specify)
Total Donation Amount: HK\$ (Cheque Total)			
Name: (in English) ##		(in Chinese) ##	
Year of Graduation (**P.6 / F.5 / F.7 / S.6 / _____):		Contact Telephone: (** with / without WhatsApp function)	
Anonymous Donor	yes <input type="checkbox"/>	Email address:	
Postal Address:			

Please send this form together with a **crossed cheque payable to "The IMC of St. Louis School"** by post or special delivery to:

Biology & Chemistry Scholarships
 The IMC of St. Louis School
 179 Third Street,
 Sai Ying Pun,
 Hong Kong

On the back of the cheque and on the envelope please mark **"Biology and Chemistry Scholarships"**.

 Signature Date

I hereby authorize the IMC of St. Louis School to release relevant details to the St. Louis Old Boys Association ("the SLOBA") for verification / update of the SLOBA membership.

Office Use Only:
Amount received: HK\$
Date received:
Cheque issuing bank:
Cheque number:
Cheque bank-in date:
Handled by:

For group donations, please specify donor details for issuance of receipts (Please see page 4)

** Please delete where appropriate

1. Please refer to the attached Personal Data Collection Statement.
2. In appreciation of their generosity, donors will be honoured with respect to the subject-specific donation amount as detailed below:

Diamond Donor: HK\$30,000 and above
Platinum Donor: HK\$20,000 - 29,999
Gold Donor: HK\$10,000 - 19,999
Silver Donor: HK\$5,000 - 9,999

(The donor plaque will be displayed at a suitable location in the Biology or Chemistry laboratory).

3. If you wish your donation to remain anonymous, please tick the appropriate “yes” box in the donation form and your name will not be displayed on the donor plaque.
4. All donations shall be collected by the School. Donation receipts will be issued for donations of HK\$100 or above, which are tax-deductible. The receipts will be issued via mail to the individuals or organizations, whose contact details are provided above.
5. The Operation Committee of the scholarship scheme shall determine application of leftover funds (if any) upon termination of the scholarship scheme and use the funds for the benefits of the then students of St. Louis School.
6. The Operation Committee of the scholarship scheme reserves the rights to the final decision and interpretation of any policies and operations of the scholarship scheme in case of disputes.

Incorporated Management Committee of St. Louis School (the IMC)
Personal Data Collection Statement

The Incorporated Management Committee of St. Louis School (“the IMC”) is committed to protecting the personal data of its donors, strictly complying with the Personal Data (Privacy) Ordinance (“the Ordinance”).

1 Purpose of Data Collection

- 1.1 The IMC collects your personal data, including name, contact information, and donation details, in a fair and lawful manner for processing your donation, such as handling the donation, arranging bank transfers, issuing donation receipts, and acknowledging donations. With your consent, your personal data may be used for future correspondence, fund-raising appeals, activity promotions, newsletters, collecting opinions, or other promotional purposes.
- 1.2 Provision of your personal data to the IMC is voluntary. However, some information is mandatory to process your donation. If the personal data provided is insufficient, the IMC may be unable to process your donation request.

2 Retention of Personal Data

- 2.1 Unless required otherwise by law, the IMC will not retain your personal data longer than is necessary for the fulfillment of the collection purpose. Personal data will be erased after the purpose is fulfilled or within the shortest timeframe specified by relevant laws and regulations.
- 2.2 The IMC will take all practicable steps to ensure your personal data is protected from unauthorized or accidental access, processing, or erasure.

3 Use of Personal Data

- 3.1 The IMC will never sell your personal data to third parties.
- 3.2 The personal data you provide is handled on a need-to-know basis by the IMC’s staff or the staff of the St. Louis School. Your data may, when necessary, be disclosed to:
 - a. Banks to process your donation instructions and arrangements;
 - b. Service providers, who are bound by confidentiality agreements, including but not limited to data management, mailing, and confidential document disposal;
 - c. Auditors or regulatory bodies assessing the IMC’s financial status and performance;
 - d. St. Louis Old Boys Association (SLOBA), for verification purposes and to assist in updating their membership database and contact list;
 - e. Persons or institutions as required or authorized by law.
- 3.3 To evaluate fund-raising performance, the IMC may compile donation statistics, ensuring no identifiable personal data is included to safeguard donor privacy.
- 3.4 The IMC may maintain contact with you to provide updates on events and services or to gather feedback, via post, email, phone, SMS, or fax. Personal data will only be used for these purposes with your consent.

4 Access and Correction of Personal Data

- 4.1 You have the right to request access to or correction of your personal data held by the IMC at any time.
- 4.2 Under the Ordinance, the IMC will comply with data access requests unless the data has been erased after fulfilling its purpose. The IMC will provide a reply and a copy of the data within 40 days of receiving the request, and may charge a reasonable fee for doing so.
- 4.3 The IMC may deny data correction requests if:
 - a. The request is not in writing;
 - b. Insufficient information is provided to verify the requester’s identity as the data subject or authorized person;
 - c. Complying with the request would reveal another individual’s data;
 - d. The data held is accurate and does not require correction;
 - e. Sufficient information to confirm inaccuracy is not provided;
 - f. The correction requested is deemed inaccurate by the IMC;
 - g. Compliance with the request is prohibited under the Ordinance or other applicable laws;
 - h. Another data user prevents compliance with the request.

5 Update of Personal Data Collection Statement

The IMC may update this Personal Data Collection Statement (“Statement”) periodically. Updated versions will be posted on the IMC’s official website. If there are changes to the purpose of data collection, the IMC will seek your consent before using your data for new purposes.

6 Enquiry and Contact

Incorporated Management Committee of St. Louis School (the IMC)
Email: mailbox@stlouis.edu.hk
Address: 179 Third Street, Sai Ying Pun, Hong Kong
Office Hours: 07:30 – 17:00 (Monday to Friday)
09:00 – 12:00 (Saturday)
Except school holidays

Donor Details for Group Donations

For group donations, please specify the names of donors and amounts for issuance of receipts.

Please provide the name and contact details of a coordinator. Receipts will be dispatched to the coordinator accordingly.

Name of coordinator: (in English)	(in Chinese)
Year of Graduation of coordinator (**P.6 / F.5 / F.7 / S.6 / _____):	Contact Telephone: (** with / without WhatsApp function)
Email address:	
Postal Address:	

Details of Donors:

	Name of Donor		Year of Graduation	E-mail / Phone number	Donation Amount (HK\$)			Anonymous Donor
	English	Chinese			Biology	Chemistry	Cheque Total	
1.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
2.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
3.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
4.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
5.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
6.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
7.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
8.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
9.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
10.			** P.6/F.5/F.7/S.6					yes <input type="checkbox"/>
Batch Total (HK\$)								

Please refer to remarks on page 1. Please attach additional loose page(s) if necessary and kindly mark the page number on the top right-hand corner of each loose page.

** Please delete where appropriate