



Preparation for the St. Louis School Centennial Celebrations Campus Upgrade Donation Form (Individual)

I would like to donate the following amount:

Please tick:	Tier	Amount
	Diamond	HK\$500,000
	Platinum	HK\$250,000
	Gold	HK\$100,000
	Silver	HK\$50,000
	Bronze	HK\$10,000
	Honourable	Any amount up to HK\$9,999
		Please specify:

*Special donor tiers 1 and 2 will receive privileges and priority access to the Centennial celebration events.

Total Donation Amount: HK\$	
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 delete where appropriate

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

The IMC of St. Louis School (SLS100 Campus Upgrade)
179 Third Street, Western District, Hong Kong

*On the back of the cheque and on the envelope please mark “**SLS100 Campus Upgrade**”.

By submitting this form, we authorize the IMC of St. Louis School to release relevant details to the St. Louis Old Boys Association (“the SLOBA”) for verification and updating of SLOBA membership:

Office Use Only:

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

Signature

Date

- Please refer to the attached Personal Data Collection Statement.
- The SLOBA Fundraising Committee reserves the right to make final decisions and interpretations of any policies and operations related to the fundraising campaign in case of disputes.



Preparation for the St. Louis School Centennial Celebrations Campus Upgrade Group Donation Form

Donor Details for Group Donation:

For group donations, please specify the names of donors and their respective amounts for receipt issuance. Additionally, 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:		

We would like to donate the following amount:

Please tick:	Tier	Amount	
<input type="checkbox"/>	Diamond	HK\$500,000	
<input type="checkbox"/>	Platinum	HK\$250,000	
<input type="checkbox"/>	Gold	HK\$100,000	
<input type="checkbox"/>	Silver	HK\$50,000	
<input type="checkbox"/>	Bronze	HK\$10,000	
<input type="checkbox"/>	Honourable	Any amount up to HK\$9,999	Please specify:

****Special donor tiers 1 and 2 will receive privileges and priority access to the Centennial celebration events. Special privileges will apply only to the donation group, not to individual donors.**

Details of Donors:

	Name of Donor		Year of Graduation	E-mail / Phone Number	Donation Amount (HK\$)	Anonymous Donor
	English	Chinese				
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"/>



Preparation for the St. Louis School Centennial Celebrations Campus Upgrade Group Donation Form

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"/>
Batch Total (HK\$)					

** Please delete where appropriate

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

The IMC of St. Louis School (SLS100 Campus Upgrade)
179 Third Street, Western District, Hong Kong

*On the back of the cheque and on the envelope please mark **"SLS100 Campus Upgrade"**.

By submitting this form, we authorize the IMC of St. Louis School to release relevant details to the St. Louis Old Boys Association ("the SLOBA") for verification and updating of SLOBA membership.

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

Office Use Only:

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

Signature

Date

Name of Coordinator: _____

- Please refer to the attached Personal Data Collection Statement.
- The SLOBA Fundraising Committee reserves the right to make final decisions and interpretations of any policies and operations related to the fundraising campaign in case of disputes.



Preparation for the St. Louis School Centennial Celebrations Campus Upgrade

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)

Address: 179 Third Street, Western District, Hong Kong

Office Hours: 07:30 – 17:00 (Monday to Friday)

Email: mailbox@stlouis.edu.hk

09:00 – 12:00 (Saturday)

Except school holidays