

Privacy Policy Statement

1. Purpose of Collection

Our organisation, Solvededge Limited, is committed to protecting the privacy of personal data in accordance with the *Personal Data (Privacy) Ordinance* of Hong Kong (PDPO). The personal data collected from schools, students, parents/guardians, and staff will be used for the following purposes:

- Processing enrolments, and course administration.
- Communicating important updates regarding classes, schedules, and activities.
- Managing payment records, issuing receipts, and handling related financial matters.
- Supporting learning, academic assessment, and progress reporting.
- Ensuring the safety, health, and welfare of students and staff.
- Complying with statutory and regulatory obligations.

2. Types of Data Collected

Our organisation may collect personal information including, but not limited to:

- Student's name, date of birth, gender;
- Parent/guardian contact details;
- Academic history, attendance, and performance records;
- Payment and billing information;
- Health-related information when necessary for student care.

3. Data Security and Retention

All personal data will be stored securely and accessed only by authorised personnel. Our organisation will retain personal data only for as long as necessary to fulfil the purposes stated above, unless a longer retention period is required by law.

4. Data Access and Correction

Under the PDPO, individuals have the right to:

- Request access to personal data held by our organisation.
- Request correction of any inaccurate data.

Requests should be made in writing to our organisation's **Data Protection Officer** at geoffrey@solvededge.com.

5. Use and Disclosure of Data

Personal data will be kept confidential and will not be disclosed to any third party without consent, except as required by law or to service providers engaged to support our organisation's operations (e.g., IT, payment processing, academic platforms).

6. Direct Marketing

Our organisation may, from time to time, use personal data (such as names, contact numbers, and email addresses) to provide updates on new courses, programmes, and events. Consent will be sought before such use. Individuals may opt out at any time by notifying our organisation in writing.

7. Contact

For enquiries regarding this statement or personal data practices, please contact:

Data Protection Officer

Data Protection Officer

Solveredge Limited

Kwai Hung Holdings Centre, 89 King's Road, Causeway Bay, Hong Kong

geoffrey@solveredge.com