

Application Form

To: Secretary for Education

[Attn: Senior Education Officer (School Administration)3

School Administration 3 Section, Education Bureau

3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Hong]

“Through-train” Mode

Our primary and secondary schools intend to apply to adopt the “through-train” mode for students of P1 / P2 / P3 / P4 / P5 / P6* in the _____ school year and for all newly admitted students of P1 with effect from the _____ school year. The “through-train” S1 admission mechanism will be applicable to these students when they reach P6. The collaboration plan is attached / will be submitted shortly* for your approval.

Name of Secondary

School: _____

Name of Primary

School: _____

Name of
Supervisor: _____

Name of
Supervisor: _____

Name of
Principal: _____

Name of
School Head: _____

Telephone Number: _____

Telephone Number: _____

Faxline Number: _____

Faxline Number: _____

Address: _____

Address: _____

Date: _____

* Please tick whichever is appropriate.

“Through-train” Mode Application Form
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for adopting the “through-train” mode as specified in the application form;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agent, service provider or organizations, including school sponsoring bodies or other relevant parties, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Education Officer (School Administration)32 at 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to eos32@edb.gov.hk.