

校董註冊申請書

APPLICATION FOR REGISTRATION AS A MANAGER

第 I 部 Part I

1. 本人現根據《教育條例》(第 279 章)第 28 條申請註冊為學校的校董，有關本人的資料詳情如下：

In accordance with section 28 of the Education Ordinance (Cap. 279), I hereby apply for registration as a manager of a school. For the purpose, my particulars are as follows:

在此貼上申請人正面
半身近照並跨越照片
右下方及表格簽署
Affix full face recent
photograph of applicant
here and sign across
right bottom corner of
photograph and form

- (a) 姓名(*先生/女士/太太/小姐) Name (*Mr./ Ms./ Mrs./ Miss)

(依香港身分證上所載) (As shown on Hong Kong Identity Card)

(i) 英文 in English
(姓) (Surname) (名) (Other names)

(ii) 中文 in Chinese

(iii) 中文姓名電碼 Chinese character code
(依香港身分證上所載)(As shown on Hong Kong Identity Card)

(b) 住址 Residential address

(c) 通訊地址(如與住址不同) Correspondence address (if different from the residential address)

(d) 電話號碼 Telephone number (i) (辦公室) (住宅)
(Office) (ii) (Home)

(e) 傳真號碼(如有的話) Fax number (if any)

(f) 電郵地址(如有的話) E-mail address (if any)

(g) 香港身分證號碼 Hong Kong Identity Card number

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(h) 出生日期 Date of birth / /
日 Day 月 Month 年 Year (見註 1 及 2) (See Notes 1 and 2)

(i) 出生地點 Place of birth

(j) 學歷詳情 Particulars of educational qualifications

(k) 教學或學校管治方面的培訓或經驗
Training or experience in teaching or school governance

.....

.....

(l) 職業 Occupation

(m) 你是否曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行？(如有的話，請提供詳情及有關文件，例如警方發出的刑事定罪紀錄。如無該類記錄，請填上「無」)。已失時效的判罪亦須申報，你可選擇將已失時效的判罪填寫在第 6 頁的申報表內，並將填妥的申報表直接寄交註冊檢討組。(見註 3)

Have you ever previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. If there is no such record, please write "NIL".) You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing the Declaration Form on P.6 and send it to the Registration Review Team direct. (See Note 3)

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.....

(n) 你是否曾遭拒絕註冊為任何學校的校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或曾獲如此准許而其後註冊或准許被取消？(如任何情形適用，請提供詳情。如不適用，請填上「無」)。(見註 4)

Have you ever previously been refused registration as a manager of any school or as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled? (If any situation applies, please give details. If not, please write "NIL".) (See Note 4)

.....

.....

(o) 你是否《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排？(如無該類記錄，請填上「無」)。(見註 5)

Are you a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or have you entered into a voluntary arrangement under that Ordinance? (If there is no such record, please write "NIL".) (See Note 5)

.....

.....

2. 本人擬出任校董的學校詳情 Details of the school(s) of which I wish to become a manager are —
(凡申請註冊為一所以上學校/擬辦學校的校董，而有關學校是由同一辦學團體營辦，並由同一班校董管理，請另紙提供全部有關學校的詳情，即(a)及(b)項，並加以簽署。)(For an applicant to be registered as a manager of more than one school/proposed school under the same sponsoring body and the schools concerned are/will be managed by the same group of managers, please provide details of all the schools concerned, i.e. (a) and (b), using a separate sheet and having it duly signed.)

(a) 學校名稱 Name of school

(b) 學校地址 Address of school

3. 本人將根據/代表以下類別，執行校董的職責
I will perform the role of a manager as/as representative from

(請在適當的方格填上✓號)(由申請註冊為資助學校或直接資助計劃學校校董的申請人填寫，而有關學校的校董會已經/必須與香港特別行政區政府簽訂校董會服務合約。)

(Please tick as appropriate) (To be completed by an applicant for registration as a manager of an aided school or a school under the Direct Subsidy Scheme, the management committee of which has signed/is required to sign a School Management Committee Service Agreement with the Government of the HKSAR.)

- 辦學團體
Sponsoring Body
- 校長
Principal
- 教師
Teacher/s
- 家長
Parent/s
- 校友
Alumni
- 其他公眾人士或專業或其他
Other community members or professions or others

4. 本人現為下列其他學校的校董：I am a current manager of the following other schools:
(如你現時並非任何學校的校董，請填上「無」。) (Please write "NIL" if you are not a manager of any school.)

編號 學校名稱

No. Name of school

1.
2.
3.
4.

(如有需要，請另紙書寫，並在每張紙上簽署。)

(Please use additional sheet(s), where necessary, and have each sheet duly signed.)

5. 關於本人的品格，以及是否適合出任校董，請向以下人士查詢。該等人士對於本表格內所述各點*均已知悉/並未知悉。
The following persons who *are/are not aware of the statements made on this form may be referred to as regards my character and suitability to be a manager —

(見註 6) (See Note 6)

- (a) 姓名(*先生/女士/太太/小姐)
- Name (*Mr./ Ms./ Mrs./ Miss)
- 地址 Address
- 職業 Occupation
- (b) 姓名(*先生/女士/太太/小姐)
- Name (*Mr./ Ms./ Mrs./ Miss)
- 地址 Address
- 職業 Occupation

6. 你是否同意向公眾人士披露你的姓名、任期/校董註冊日期及你所屬的校董類別(例如：辦學團體校董、家長校董)？
Do you consent to disclosure to the public of your name, tenure of office/date of manager registration and the category of managers to which you belong (e.g. sponsoring body manager, parent manager)?

(請在適當的方格填上✓號)(由申請註冊為直接資助計劃學校校董的申請人填寫，而有關學校的校董會已經／必須與香港特別行政區政府簽訂校董會服務合約。)

(Please tick as appropriate) (To be completed by an applicant for registration as a manager of a school under the Direct Subsidy Scheme, the management committee of which has signed/is required to sign a School Management Committee Service Agreement with the Government of the HKSAR.)

- 本人同意向公眾人士披露本人的姓名、任期/校董註冊日期及本人所屬的校董類別。本人現授權教育局將本人的校董資料上載於其網頁。
Yes, I consent to disclosure to the public of my name, tenure of office/date of manager registration and the category of managers to which I belong. I hereby authorize the Education Bureau to upload my manager information on its webpage.
- 本人不同意向公眾人士披露本人的姓名、任期/校董註冊日期及本人所屬的校董類別。
No, I do not consent to disclosure to the public of my name, tenure of office/date of manager registration and the category of managers to which I belong.

7. 現附上本人香港身分證副本一份。I attach a copy of my Hong Kong Identity Card.

(若申請人選擇不提供香港身分證副本，註冊檢討組將為申請人安排會面，讓申請人親自出示香港身分證以供核對。若申請人作該選擇，則請刪去此項。)

(If the applicant chooses not to provide a photocopy of his/her Hong Kong Identity Card, the Registration Review Team will, for verification purpose, arrange an interview so that he/she can produce his/her Hong Kong Identity Card in person. If this is the case, please delete this item.)

8. 為核實本申請書內的資料，本人現授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括根據《罪犯自新條例》(第 297 章)的已失時效判罪。

For the purpose of verifying the information provided in this application form, I hereby authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap. 297), if any, to the Education Bureau.

9. 就本人所知及所信，本申請書內一切內容均屬真實及詳盡。

All the contents of this application are true and complete to the best of my knowledge and belief.

簽署(中文)#

Signature
(Chinese)# :

簽署(英文)#

Signature
(English)# :

申請人姓名

Name of Applicant :

日期

Date :

* 請刪去不適用者。 Please delete as appropriate.

如有的話，請同時提供中文及英文簽署。 Please provide both Chinese and English signatures, if any.

第 II 部 Part II

批註 ENDORSEMENT

茲接納上述申請人為申請書內所提述*學校／擬辦學校的校董（見註 7）。有關學校的*校董／擬註冊校董總人數為_____人。

The above-mentioned applicant is acceptable to us as a manager of the *school(s)/proposed school(s) referred to in the application (See Note 7). The total number of *managers/proposed managers in *the school/in each of the schools concerned is _____.

日期 Date	姓名 Name	(a) 簽署(中文)# Signature (Chinese)# (b) 簽署(英文)# Signature (English)#
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :
		(a) : (b) :

(如有需要，請另紙書寫。)(Please use additional sheet, if required.)

* 請刪去不適用者。Please delete as appropriate.

如有的話，請同時提供中文及英文簽署。Please provide both Chinese and English signatures, if any.

已失時效判罪申報表
Declaration Form for Spent Conviction(s)

(如申請人有已失時效的判罪及選擇自行(毋須由/經學校提交)申報已失時效的判罪，須將詳情填寫在此申報表上，並將填妥的申報表連同有關文件在申請日期起兩星期內以掛號方式寄交註冊檢討組。)

(If the applicant has spent conviction(s) and chooses to declare the spent conviction(s) separately (not necessary to be submitted by/through the school), he is required to provide the details in this Declaration Form. The duly completed Declaration Form together with relevant document(s) should be sent to the Registration Review Team by registered post within two weeks from the date of application.)

1. 姓名 Name (中文) (In Chinese) _____
(英文) (In English) _____
2. 香港身份證號碼 Hong Kong Identity Card Number _____
3. 出生日期 Date of Birth _____
4. 電話號碼 Telephone Number _____
5. 本人擬出任校董的學校名稱 Name of the school of which I wish to become a manager

6. 已失時效的判罪資料 Information of spent conviction(s) -

定罪日期 Date of Conviction _____

提訊法庭 Court Appeared _____

判刑 Sentence _____

罪行詳情 Details of Offence(s)

7. 就本人所知及所信，本申報表一切內容均屬真實及詳盡。

The contents of this declaration form are true and complete to the best of my knowledge and belief.

(日期) (Date) _____

(簽署) (Signature) _____

(申請人 / Applicant)

- 註 1 如申請人未滿 18 歲，教育局常任秘書長(常任秘書長)可拒絕將申請人註冊為學校的校董。
Note 1 The Permanent Secretary for Education (Permanent Secretary) may refuse to register an applicant as a manager of a school if the applicant is under the age of 18 years.
- 註 2 如申請人已年滿 70 歲，便須在申請書內夾附由註冊醫生於申請日期前兩個月內發出並證明申請人在健康方面適合執行校董職能的醫生證明書。如申請人未滿 70 歲，則須在常任秘書長提出要求後，出示由註冊醫生於該項要求的日期後發出並證明申請人在健康方面適合執行校董職能的醫生證明書。請參閱《教育條例》第 30(1A)(c)條。
Note 2 If the applicant has attained the age of 70 years, a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager should be attached to his application. If the applicant is under the age of 70 years, he should, upon a request by the Permanent Secretary, produce a medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager. Please see section 30(1A)(c) of the Education Ordinance for reference.
- 註 3 申請人如以前曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行，須將該事件的詳細情形披露，並提供有關文件，例如警方發出的刑事定罪紀錄。如無該類記錄，請填上「無」。申請人亦須申報已失時效的判罪(如有的話)。(根據《罪犯自新條例》(第 297 章)第 2(1)條，凡個別人士(i)在香港被定罪，但並未因此被判處監禁超過三個月或罰款超過 10,000 元；(ii)在此以前不曾在香港被定罪；以及(iii)經過三年時間並未在香港再被定罪，則就他以往的定罪、罪行、行為或情況而向他或向其他人提出的有關問題，或加諸於他或其他人的有關披露該等定罪、罪行、行為或情況的義務，均須視為並非指該項定罪。然而，該條例第 4(2)(b)條訂明，上述規定不適用於在任何人執行其職位或受僱工作的職責期間，由該人或其代表所提出以對另一人是否適宜根據法律(即包括《教育條例》(第 279 章)獲得註冊或續予註冊作出評核的問題；亦不適用於在該人執行該等職責期間，向該人披露資料以作該等評核的義務。)如申請人只有已失時效的判罪，該申請人可選擇在第 I 部第 1(m) 段填寫「無」，但須將詳情填寫在「已失時效判罪申報表」(本申請書第 6 頁)，並將填妥的申報表連同有關文件在申請日期起兩星期內自行(毋須由/經學校提交)以掛號方式寄交註冊檢討組。如申請人曾干犯刑事罪行而同時有已失時效的判罪，該申請人須在第 I 部第 1(m) 段提供所干犯罪行的詳情及可選擇依上述方式申報已失時效的判罪。
Note 3 If the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment, the full circumstances of such matter must be disclosed, and relevant document(s) should be attached, e.g. Criminal Record Summary issued by the Police. If there is no such record, please write "NIL". The applicant is required to declare spent conviction(s) as well, if any. (Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap. 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for registration, or to continue to be registered under any law, i.e. including the Education Ordinance (Cap. 279).) If the applicant has spent conviction(s) only, he may choose to write "Nil" in paragraph 1(m) of Part I but he is required to provide the details in "Declaration Form for Spent Conviction(s)" (page 6 of this application form). The duly completed Declaration Form together with relevant document(s) should be sent to the Registration Review Team separately by registered post (not necessary to be submitted by/through the school) within two weeks from the date of application. If the applicant has spent conviction(s) together with other conviction(s), he has to provide the details of the other conviction(s) in paragraph 1(m) of Part I and may choose to follow the aforesaid procedure in declaring the spent conviction(s).
- 註 4 申請人如以前曾遭拒絕註冊為校董或教員，或曾遭拒絕發給准用教員許可證，或曾遭取消其校董或教員的註冊或准用教員許可證，須將該事件的詳細情形披露。如無該類記錄，請填上「無」。
Note 4 If the applicant has previously been refused registration as a manager or teacher, or a permit to teach as a permitted teacher, or has had his registration as a manager or teacher or his permit to teach as a permitted teacher cancelled, the full circumstances of such matter must be disclosed. If there is no such record, please write "NIL".

註 5 如申請人是《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排，須將該事件的詳細情形披露。如無該類記錄，請填上「無」。

Note 5 If the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance, the full circumstances of such matter must be disclosed. If there is no such record, please write "NIL".

註 6 申請人須有兩名諮詢人。該兩名諮詢人須為成年人，並與申請人沒有親屬關係。

Note 6 Two referees are required. The two referees have to be adults who are not relatives of the applicant.

註 7 如學校已註冊或臨時註冊，批註須由校董會不少於半數的校董簽署；如該校既非註冊亦非臨時註冊，則由不少於半數的擬註冊校董簽署。請參閱《教育條例》第 30(2)(a)條。

Note 7 The endorsement should be signed by no less than half of the managers of the school in the case of a school which is registered or provisionally registered, or by no less than half of the proposed managers if the school is neither registered nor provisionally registered. Please see section 30(2)(a) of the Education Ordinance for reference.

警告 WARNING

申請人須注意《教育條例》的規定，尤其是一

Applicants' attention is drawn to the provisions of the Education Ordinance and particularly to —

(a) 第 30(1)條
Section 30(1) —

「如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董—

"The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —

(e) 該申請人在提出以下任何申請時，即—
in making or in connection with any application —

- (i) 學校註冊；
for registration of a school;
- (ii) 註冊為校董或教員；或
for registration as a manager or a teacher; or
- (iii) 僱用校內准用教員，
to employ a person as a permitted teacher in a school,

或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。」；

the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.";

及
And

(b) 第 87(1)條—
Section 87(1) —

「任何人如—

"Any person who —

(k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，
in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,

即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。」

shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years."

提示 REMINDER

申請人與教育局及其他政府部門進行任何事務往來時，均不得向政府人員提供利益。

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

校董註冊申請
APPLICATION FOR REGISTRATION AS A MANAGER

須知
Guidance Notes

- (1) 有關填寫第 I 部第 1(m)、1(n)及 1(o)段時，申請人如以前曾被裁定已犯可判處監禁的刑事罪行(包括已失時效的判罪 – 見本申請書註 3)，或以前曾遭拒絕註冊為校董或教員，或曾遭拒絕發給准用教員許可證，或曾遭取消其校董或教員的註冊或准用教員許可證，或是《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排者，須將有關情形詳細披露。如無該類記錄，請填上「無」。

For paragraph 1(m), 1(n) and 1(o) of Part I, if the applicant has previously been convicted of a criminal offence punishable with imprisonment (including any spent conviction – see Note 3 of this application form), or has previously been refused registration as a manager or teacher, or a permit to teach as a permitted teacher, or has had his registration as a manager or teacher or his permit to teach as a permitted teacher cancelled, or is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance, the full circumstances of such matter must be disclosed. If there is no such record, please write “Nil”.

- (2) 申請人必須注意《教育條例》(第 279 章)第 27 及 30 條的規定—
Applicants' attention is drawn to sections 27 and 30 of the Education Ordinance (Cap. 279), which read as follows –

27. 校董須註冊

任何人除非已根據第 29(1)條註冊為任何學校的校董，否則不得以該學校的校董身分行事。

27. Managers of schools to be registered

No person shall act as a manager of a school unless he is registered as a manager of the school under section 29(1).

30. 拒絕校董註冊的理由

- (1) 如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董—

- (a) 該申請人每年最少有 9 個月不在香港居住；
- (b) 該申請人並非出任校董的適合及適當人選；
- (c) 該申請人的准用教員許可證以前曾被取消；
- (e) 該申請人在提出以下任何申請時，即—
 - (i) 學校註冊；
 - (ii) 註冊為校董或教員；或
 - (iii) 僱用校內准用教員，或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

- (1A) 如—

- (a) 申請人—
 - (i) 是《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排；或
 - (ii) 曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行，常任秘書長可拒絕將申請人註冊為某間學校的校董；

- (b) 申請人未滿 18 歲，常任秘書長可拒絕將申請人註冊為某間學校的校董；
- (c) 申請人—
 - (i) 已年滿 70 歲，而他沒有出示由註冊醫生於申請的日期前兩個月內發出並證明申請人在健康方面適合執行校董職能的醫生證明書；或
 - (ii) 未滿 70 歲，而他在常任秘書長提出要求後，沒有出示由註冊醫生於該項要求的日期後發出並證明申請人在健康方面適合執行校董職能的醫生證明書，常任秘書長可拒絕將申請人註冊為某間學校的校董；或
- (d) ...
- (2) 如—
 - (a) 常任秘書長覺得某不設法團校董會學校的多數校董不接受申請人為該學校的校董，則須拒絕將申請人註冊為該校的校董；或
 - (b) ...

30. Grounds for refusal to register manager

- (1) The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that—
 - (a) the applicant is not resident in Hong Kong for at least 9 months in each year;
 - (b) the applicant is not a fit and proper person to be a manager;
 - (c) the applicant is a person in respect of whom a permit to teach has previously been cancelled;
 - (e) in making or in connection with any application—
 - (i) for registration of a school;
 - (ii) for registration as a manager or a teacher; or
 - (iii) to employ a person as a permitted teacher in a school,
 the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
- (1A) The Permanent Secretary may refuse to register an applicant as a manager of—
 - (a) a school if the applicant—
 - (i) is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
 - (ii) has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment;
 - (b) a school if the applicant is under the age of 18 years;
 - (c) a school if—
 - (i) the applicant has attained the age of 70 years and he fails to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager; or
 - (ii) the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the applicant is physically fit to perform the functions of a manager; or
 - (d) ...
- (2) The Permanent Secretary shall refuse to register an applicant as a manager of—
 - (a) a school without IMC if it appears to the Permanent Secretary that the applicant is not acceptable as a manager of the school to the majority of the managers; or
 - (b) ...

個人資料收集聲明

Personal Information Collection Statement

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

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

- (a) 處理、核實及查證就校董註冊的申請及檢視校董的註冊；
Activities relating to the processing, authentication and counter-checking of the application for registration of managers, and reviewing the registration of managers;
- (b) 就上文(a)項所述的事項，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the activities mentioned in (a) above;
- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;
- (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度(如適用)；
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, where applicable;
- (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) 編製統計資料、研究及政府刊物；以及
Activities relating to compilation of statistics, research and Government publications; and

- (g) 執行規則及規例[包括但不限於《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]。

Activities relating to the administration and enforcement of rules and regulations including but not limited to, the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidised Schools Provident Fund Rules) and the Codes of Aid.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

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.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

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

- (a) 政府其他政策局及部門，包括但不限於香港海關、律政司、香港警務處、入境事務處、廉政公署、破產管理署、選舉事務處，必要時以用於上文第1段所述的用途；
other Government bureaux and departments, including but not limited to, Customs and Excise Department, Department of Justice, Hong Kong Police Force, Immigration Department, Independent Commission Against Corruption, Official Receiver's Office, Registration and Electoral Office, where necessary, for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校，以用於上文第1段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向助理文書主任(註冊檢視)提出。(地址：九龍塘沙福道19號教育局九龍塘教育服務中心東座4樓E420室或電郵：acorr@edb.gov.hk)

You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Registration Review) at E420, 4/F, East Block, Education Bureau Kowloon Tong Education Services Centre, Kowloon Tong or email to acorr@edb.gov.hk.