

APPLICATION FOR ACCESS TO INFORMATION

申請索取資料表格

(This form can be completed either in English or Chinese. Please read the notes below before writing.)

這份表格可用英文或中文填寫。填寫前請細閱表格下面的備註。

Applicant's Particulars 申請人個人資料

Name 姓名	*Mr 先生 Mrs 夫人 Miss 小姐 Ms 女士	# HK I/D Card/ Passport/Birth Certificate No. 香港身份證/護照/ 出生證明書號碼	()
Correspondence Address 通訊地址			
		Tel. No. 電話號碼	Fax No. 傳真號碼

* Please delete as appropriate
請刪去不適用者

Fill in only if personal information is required
如索取個人資料方需填寫

Information Requested 要求索取的資料

To : Access to Information Officer Education Bureau 16/F Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong Fax No. : 2893 0858	致：香港灣仔 皇后大道東213號 胡忠大廈16樓 教育局公開資料主任 傳真號碼：2893 0858
Details of information requested (Please be as specific as possible : it will help us identify clearly what you are looking for. Use a separate sheet if necessary.) 所需資料詳情 (請盡量具體說明，以便我們清楚知道你需要的是甚麼資料。如有需要請另頁書寫。)	

Signature _____
簽署

Date _____
日期

Notes 備註

1. A charge reflecting the cost of reproducing the records concerned may be levied. This bureau will advise you in advance of any such charge.
本局會按照翻印紀錄所需的成本收取費用，並預先告知你所需繳付的費用。
2. You may be asked to provide additional information to help us meet your request. This bureau may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，以協助我們回應你的申請。如果你未能提供足夠資料，本局可能無法處理你的申請。
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
你所提供的資料，將用於處理有關你申請索取資料的事宜上。有關資料可能會送交其他部門/機構，作同樣用途。

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 your request(s) as indicated in the 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 your request(s);
 - (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 compilation of statistics, research and Government publications; and
 - (e) 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 your request(s).

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) where you have given your prescribed consent to such disclosure; and
 - (d) 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 Controlling Officer (Data Protection) at 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or edbinfo@edb.gov.hk.

個人資料收集聲明

收集個人資料的目的

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：
 - (a) 處理、核實及查證你於表格中提出的要求；
 - (b) 就你於表格中提出的要求的處理、核實及查證過程中，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (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；
 - (d) 編製統計資料、研究及政府刊物；以及
 - (e) 執行規則及規例[包括《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》]。
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你提出的要求。

可獲轉移資料者

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：
 - (a) 政府其他政策局及部門以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (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。

查閱個人資料

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，請以書面向保障資料主管人員提出(地址：香港灣仔皇后大道東213號胡忠大廈15樓或電郵：edbinfo@edb.gov.hk)。