

\* 請刪去不適用者  
Delete whichever is inappropriate

非教學人員資料更改通知書  
(由薪金津貼支付薪酬)  
**Notification of Changes in Non-teaching Staff Record**  
(Paid out of Salaries Grant)

☆ 請在填寫前，詳細閱讀列載於附頁的個人資料收集聲明。  
☆ Please read the attached Personal Information Collection Statement carefully before completing this form.

學校名稱  
Name of School : \_\_\_\_\_

學校編號  
School Code : 

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 \*上午 am  
\*下午 pm  
\*全日 Whole Day

學校電話號碼  
School Telephone No. : \_\_\_\_\_

職員姓名 (全名)  
Name of Staff (in full) : \_\_\_\_\_

員工檔號  
Staff Reference No. : 

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敘述更改/差異之處 Description of Change / Discrepancy	
薪金津貼報表內的資料 Information in Salaries Grant Report	
正確資料 Correct Data	
學校發展主任的批准書檔號和日期(如有) Ref. and Date of School Development Officer's Approval (if any)	

如通知離職事項，請提供下列資料  
For Notification of Termination of Service, please provide the following data:

最後受僱日期  
Last Date of Employment 

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日 DD 月 MM 年 YYYY

離職原因代號  
Termination Reason Code 

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離職原因代號 Termination Reason Code :

01 辭職 Resignation	02 退休 Retirement	03 結束合約 Completion of Contract	04 提前解約 Termination of Contract before mature date
05 解僱 Dismissal	06 死亡 Death	07 其他 (請詳述) Others (please specify): _____	

是否需要繳交代通知金? \*是/否 如是，款額: \$ \_\_\_\_\_  
Is payment in lieu of sufficient notice required? \*Yes / No If Yes, Amount: \$ \_\_\_\_\_



填報人 Prepared by	授權人 (校監/校長) Authorized by (Supervisor/Head of School)
簽署 Signature: _____	簽署 Signature: _____
姓名 Name: _____	姓名 Name: _____
日期 Date: _____	日期 Date: _____

只供教育局填寫 For Education Bureau use only			
收件日期 Received on	工序 Action	簽署 Initial	日期 Date
	資料更新 Data updated by		
	資料覆核 Data checked by		

## **個人資料收集聲明**

教育局會利用本表格所載的個人資料，作以下其中一種或多種用途：

- (a) 辦理與聘用有關的事宜；
- (b) 處理發放薪金津貼，以及計算公積金的供款和贈款；
- (c) 進行核數工作；
- (d) 進行研究及統計資料，以便規劃教育服務；
- (e) 處理有關教育專業人員發展的事宜；
- (f) 執行《教育條例》、《教育規例》及附屬《補助/津貼學校公積金規則》(第 279 章)。

申請人必須在本表格上填寫個人資料。申請人如不提供這些資料，申請的處理工作及結果或會受影響。

本表格所蒐集的個人資料，或會向其他獲授權的政府決策局/部門/機構披露作上述用途。

根據《個人資料(私隱)條例》，第 18 和 22 條及附表 1 保障資料第 6 原則的規定，你有權要求查閱及改正你的個人資料。要求查閱的權利，包括要求提供本表格所載個人資料的副本，但須繳付費用。

如欲查詢有關本表格所蒐集的個人資料，包括要求查閱及改正資料事宜，需以書面方式向教育局公積金組一級會計主任提出。

Attachment

## **Personal Information Collection Statement**

The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):

- (a) processing employment-related matters;
- (b) processing Salaries Grant payment and calculation of provident fund contribution and donation;
- (c) auditing;
- (d) conducting research and compiling statistics to facilitate planning of education services;
- (e) processing matters relating to the development of the education profession;
- (f) administering and enforcement of the Education Ordinance and Regulations and the Grant/Subsidized Schools Provident Fund Rules (Cap. 279).

The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

The personal data collected in this form may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.

You have a right to request access to and correction of your personal data as provided in Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be made in writing to Accounting Officer I of Funds Section, Education Bureau.