



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

本局檔號 Our Ref.: 1218-2005-8040-9020-00003-P001

電話 Telephone: 2863 4675

來函檔號 Your Ref.:

傳真 Fax Line: 3188 9865

17 September 2026

To: Supervisors and Heads of all aided and caput schools

**Online Briefing Session on Block Insurance Policy (BIP) and
Incorporated Management Committee Liability Insurance Policy (IMCLIP)
(22 October 2026 PM)**

The BIP and IMCLIP are insurance policies provided by the Education Bureau (EDB). The BIP covers public liability, employees' compensation and group personal accident risks for all aided and caput schools, whereas the IMCLIP covers management liability, vicarious educator liability and employment-related matters for aided and caput schools with an incorporated management committee (IMC). For details of the two policies, please refer to *EDB Circular Memorandum No. 123/2025 on "Block Insurance Policy for Public Liability, Employees' Compensation and Group Personal Accident for 2025/26 and 2026/27 School Years"* and *EDB Circular Memorandum No. 159/2024 on "Incorporated Management Committee Liability Insurance Policy (IMCLIP) for the 2024/25, 2025/26, and 2026/27 School Years"*.

2. To help schools better understand the coverage and related claim arrangements of the BIP and IMCLIP, and to draw schools' attention to the important points about risk management, **an online briefing session will be held in the afternoon of 22 October 2026 (Thursday)**. Schools are cordially invited to nominate **one to two** school manager(s) / executive staff / school executive officer(s) / representative(s) to attend the briefing session. Please register using Microsoft Forms **on or before 9 October 2026**. As slots for the briefing session are limited, applications will be accepted on a first-come, first-served basis.

3. For enquiries about the briefing session, please call the School Governance and Efficiency 3 Section at 2863 4675.

(Ms Mandy YIP)

for Permanent Secretary for Education

**Online Briefing Session on Block Insurance Policy (BIP) and
Incorporated Management Committee Liability Insurance Policy (IMCLIP)**

Date	Time	Mode
22 October 2026 (Thursday)	2:15 pm – 5: 45 pm (Login begins at 2:00 pm)	Online Briefing (Conducted via cloud video conferencing software ZOOM)

Deadline of Registration: 9 October 2026 (Friday)

Registration Method: Sign up for participation through the following Microsoft Forms

Form URL and QR Code: <https://forms.cloud.microsoft/r/XB3saDUD1U>



Remarks:

1. The briefing session will be conducted in Cantonese and supplemented with English.
2. Successful applicants will be notified of their login details for the briefing session via email on or before 20 October 2026.
3. Participants are not allowed to take photos, recordings, videos, screenshots and / or disseminate any part of the seminar presentation for the protection of copyright and privacy.
4. If Extreme Conditions, Tropical Cyclone Warning Signal No. 8 or above, Pre-no. 8 Special Announcement, or Black Rainstorm Warning Signal is issued at or after 11:30 am, the briefing session will be postponed, and relevant arrangements will be notified separately.

Personal Information Collection Statement:

Purpose of Collection

1. The personal data provided by you in the registration form will be used by EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the nomination for attending the Briefing Session on Block Insurance Policy (BIP) and Incorporated Management Committee Liability Insurance Policy (IMCLIP);
 - (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 nomination 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 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.
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 form.

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 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 School Governance and Efficiency 3 Section at 3/F, Taikoo Wan Road, Taikoo Shing, Hong Kong or email to sge3@edb.gov.hk.