



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China
香港添馬添美道2號政府總部東翼5樓 校本管理組
School-based Management Section, 5/F., East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

本局檔號 Our Ref.: L/M (75) to EDB(SBM)/TR/03

電話 Telephone: 3509 8478

來函檔號 Your Ref.:

傳真 Fax Line: 3104 4658

7 February 2024

To: School Supervisors and Managers of Aided and Direct Subsidy Scheme Schools with Incorporated Management Committees (IMC)/Chairpersons and Members with School Management Committees (SMC) of Government Schools

Dear School Supervisors and Managers/Chairpersons and Members,

Seminar for School Managers (2023/24 school year)
Ethical Governance of Schools
from the perspective of the Independent Commission Against Corruption (ICAC)

The Education Bureau (EDB) has been providing different training programmes and learning activities for school managers. They enable school managers to grasp their roles and functions, hence contributing to the synergy achieved through stakeholders' joint participation in school governance and promoting schools' sustainable development. To enhance schools managers' understanding of ethical governance of schools, this Bureau has jointly organised a training seminar for school managers with the ICAC. The seminar will cover the following topics: an introduction to the Prevention of Bribery Ordinance, ethical governance for school personnel, analysis of common corruption risks and cases in schools, how the school managers can establish an anti-corruption and ethical culture in schools, and the support provided by the ICAC for schools. The details of the seminar are as follows:

Date: 7 June 2024 (Friday)

Time: 6:15 – 8:15 p.m.

Venue: Lecture Theatre (WB), 4/F, West Block, Education Bureau Kowloon Tong
Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
(Exit E, Kowloon Tong MTR station)

Speaker: Ms KWOK Wing-yee, Angel
Chief Youth and Moral Education Officer of Community Relations
Department, Independent Commission Against Corruption

Language: Cantonese

2. This Bureau cordially invites your school to nominate **1 to 2** current or prospective school supervisor/managers/chairpersons/members to participate. To facilitate our arrangement, please register using the QR code on the right or the link at <https://forms.office.com/r/nxkqZDJJaA?origin=lprLink> **on or before 31 May 2024**.



This Bureau will notify the school managers/ members of their acceptance no later than three days before the seminar via email. In cases where there is a high number of applicants, priority will be given to those who have not attended in the same seminar within the past two years.

3. The seminar is designed specifically for IMCs, with certain content also suitable for SMC Chairpersons and Members of Government Schools. SMC Members may choose to participate based on their specific needs.

4. For any further enquiries, please contact School-based Management Section at 3509 8478.

Yours sincerely,

A handwritten signature in black ink, appearing to be the name 'Vincent LAU', written in a cursive style.

(Vincent LAU)

for Permanent Secretary for Education

【Important Notes】

1. To streamline the registration process at the event, participants are requested to scan a QR code. Should a participant have difficulties scanning the QR code, our staff will render him/her assistance. Failure to register your attendance may be considered as an absence.
2. To fully utilize the training resource, schools are encouraged to arrange a replacement for the school manager/members who has enrolled for the event but cannot show up and inform EDB of the arrangement via email or telephone before the event.
3. Participants are not allowed to take photos, video, record and/or disseminate any part of the seminar presentation for the protection of copyright and privacy.
4. Bad weather arrangement: if the storm warning signal No. 8 or above, or extreme condition signal, or the black rainstorm signal is issued by 3:30 p.m., the evening session will be suspended. EDB will inform participants of alternative arrangements.
5. No parking spaces at the event venue will be provided.

【Personal Data (Privacy) Collection Statement】

Purpose of Collection

1. The personal data provided by you in the 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 the Seminar for School Managers (2023/24 school year) Ethical Governance of Schools from the perspective of the Independent Commission Against Corruption (ICAC);
 - (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 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-based Management Section, at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to sbm@edb.gov.hk.