



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

本局檔號 Our Ref.: EDB(SA)/ADM/150/5/12(33)

電話 Telephone: 2863 4675

來函檔號 Your Ref.:

傳真 Fax Line: 3188 9865

26 September 2022

To: Supervisors and Heads of all aided and caput schools

**Briefing Sessions on Block Insurance Policy (BIP) and  
Incorporated Management Committee Liability Insurance Policy (IMCLIP)  
(25 October 2022 AM and 28 October 2022 AM)**

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. 120/2021 on "Block Insurance Policy for Public Liability, Employees' Compensation and Group Personal Accident for 2021/22 and 2022/23 School Years"* and *EDB Circular Memorandum No. 107/2021 on "Incorporated Management Committee Liability Insurance Policy (IMCLIP) for the 2021/22, 2022/23 and 2023/24 School Years"*.

2. To help schools familiarise with the coverage and related claim arrangements of the BIP and IMCLIP, and to draw schools' attention to the important points about risk management, **two identical briefing sessions** will be held on **25 October 2022 (Tuesday) morning and 28 October 2022 (Friday) morning** at Lecture Theatre, 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon. Schools are cordially invited to nominate **one** school manager / School Executive Officer / representative to attend **one of the sessions**. To facilitate our arrangement, schools are advised to choose the session designated for the respective region. Please complete the attached reply slip and return by fax to School Administration 3 Section **on or before 12 October 2022** (fax number: 3188 9865). All applicants will be accepted and confirmation notice will not be issued. Representatives who have enrolled are advised to attend the session on time. As places for the briefing sessions are limited, applications will be accepted on a first-come, first-served basis.

3. For enquiries about the briefing sessions, please call Mr Daniel AU-YEUNG at 2863 4720.

(Y L HO)

for Permanent Secretary for Education

**Reply Slip**  
(Please return on or before 12 October 2022)

To: School Administration 3 Section, Education Bureau (fax number: 3188 9865)

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

Please insert a "✓" in the appropriate box.

Session to attend	Date	Time	Venue	Remarks
(A) <input type="checkbox"/>	25 October 2022 (Tuesday)	9:15 am – 12:45 pm (Registration begins at 9:00 am)	Lecture Theatre, 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon  (No parking facilities are available)	This session is designated for schools of <u>Hong Kong Island and New Territories East.</u>
(B) <input type="checkbox"/>	28 October 2022 (Friday)			This session is designated for schools of <u>Kowloon and New Territories West.</u>

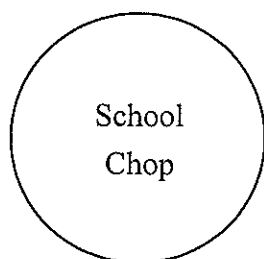
- The participant below will accept the changing to another session in case the selected session is fully enrolled. EDB will notify the participant if such arrangement is necessary. If no notification is received by 18 October 2022, please attend the selected session on time.

The following person will attend the above briefing session:

Name: \_\_\_\_\_ Post / Category of school manager: \_\_\_\_\_

Name of school: \_\_\_\_\_ School district: \_\_\_\_\_

Name of school contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_



\*Name of Supervisor/Principal: \_\_\_\_\_

\*Signature of Supervisor/Principal: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete as appropriate.

**Remarks:**

1. The briefing session will be conducted in Cantonese and supplemented with English.
2. Participants should attend the briefing session as scheduled. No further notification will be issued.
3. If Tropical Cyclone Warning Signal No. 8 or above, Pre-no. 8 Special Announcement, or Black Rainstorm Warning Signal is issued at or after 6:30 am, the briefing session will be postponed. Participants will be notified of arrangement for another briefing session in due course.
4. As precautionary measures of the COVID-19 virus, there is disinfected carpet and body temperature monitoring station at the entrance of Education Bureau Kowloon Tong Education Services Centre (KTESC). Participants with fever or respiratory infection symptoms will not be allowed to enter KTESC. Participants will also be required to scan the "LeaveHomeSafe" QR code before entry.
5. Participants shall wear masks and maintain social distancing in the area of KTESC to minimise the risk of transmissions of virus.

## 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 the nomination for attending the Briefing Sessions 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 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 nomination.

### 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 Mr Daniel AU-YEUNG, Education Officer (School Administration)32, at 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to eosa32@edb.gov.hk.