

**School-based After-school Learning and Support Programmes 2024/25 s.y.
Community-based Projects–Operation Status Report (up to 15 October 2024)**

(The report should be completed and submitted to the Student Special Support Section of EDB on or before 31 October 2024

via e-form (<https://eformss.edb.gov.hk/eformss/Login>). Alternatively, NGO can also submit the completed and signed report to EDB by mail or by fax.)

Basic Information of Project

Name of Organisation : _____

Project Title : _____

Project Reference No. : _____ Project Coordinator : _____

Contact Person : _____ Contact Tel. No. : _____

Student Special Support Section
Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, H.K.
Fax No.: 3107 1306

Please provide **information on all approved activities**.

(I) Activities held with collaborating school(s):

Information on approved project		Actual situation (Choose ONE for each approved activity and indicate with a "✓")					Remark(s) (e.g. indicating activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)
Name of activity (List out all the approved activities)	Name of collaborating school(s)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	
Total no. of activities : _____(a1)	Total no. of schools: _____	Total					
		()	()	()	()	()	

(Use separate sheet(s) if necessary)

Project Ref. No.: _____

(II) Activities open to the community:

Information on approved project	Actual situation (Choose ONE for each approved activity and indicate with a “√”)					Remark(s) (e.g. indicating activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)
Name of activity (List out all the approved activities)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	
Total no. of activities : _____(a2)	Total					
	()	()	()	()	()	

Aggregate of: (I) + (II) Total no. of approved activities = (a1)+(a2): _____

*Name of NGO/Name of Department/Name of Subsidiary Organisation : _____

*Name and Post of Head of NGO/Department/ Subsidiary Organisation/Project Coordinator : Name _____ / Post _____

Date : _____ Signature : _____

(*Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator)

*Delete whichever is not applicable

*Chop of NGO/Department / Subsidiary Organisation

School-based After-school Learning and Support Programmes 2024/25 s.y.
Community-based Project–Operation Status Report
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by EDB;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form 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; and
- (d) Activities relating to compilation of statistics, research and Government publications.

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 bureaux 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, including committee members on School-based After-school Learning and Support Programmes, 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 Executive Officer (Student Special Support Section)11 at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to exosss11@edb.gov.hk.