



**NOTES FOR COMPLETING THE APPLICATION FORM FOR  
RELEASING TEACHER REGISTRATION INFORMATION**

- (1) Applicants can file in duly completed application forms in person, by mail or by fax, and the Education Bureau will reply to the applicants by mail. The address is as follows:  
Teacher Registration Team  
Education Bureau  
2/F, Trade and Industry Tower  
3 Concorde Road  
Kowloon  
Tel: 3467 8282 Fax: 2520 0065  
(Office Hour: Mon to Fri: 8:30 am – 1:00 pm , 2:00 pm to 6:00 pm  
Saturdays, Sundays & Public holidays: Close)
- (2) The applicants should seek the teachers' prior consent by completing Part II of this form before submitting the applications to the Education Bureau for checking registration information. The applicants should ensure that Part I, Part II and Part IV of this form have been duly completed.
- (3) The Education Bureau may request the applicants and/or the teachers to provide further information to verify the information in Part I, Part II and Part IV of this form.

**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 application for release of teacher registration information;
  - (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) where you have given your prescribed consent to such disclosure; and
  - (d) 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 Teacher Registration Team at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.