

**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 personal data provided in this form will only be used by the Education Bureau for the purpose of releasing teacher registration information to the applicants.
- (3) The provision of personal data by the applicants by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of the applications.
- (4) 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.
- (5) 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.
- (6) You have the right to request access to and correction of your personal data in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form upon payment of a fee as imposed by the Education Bureau under Section 28 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
- (7) Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:
Teacher Registration Team
Education Bureau
2/F, Trade and Industry Tower
3 Concorde Road
Kowloon
(Tel: 3467 8282)
- (8) Application forms will be retained for 3 months after the Education Bureau reply to the applicant and will be destroyed afterwards.**