

Application for Correction of Personal Data

申请要求改正个人资料

(Education Bureau)

(教育局)

*Please note that unless sufficient information is provided,
the Education Bureau may not be able to comply with the correction request.
请注意，除非提供足够资料，否则教育局或许未能依从改正资料的要求。*

1. Information on the person who makes a data correction request (the requestor) under Personal Data (Privacy) Ordinance:

根据《个人资料(私隐)条例》提出改正资料要求的人士(提出要求者)的资料:

(a) Name: (English) _____

姓名: (中文) _____

(b) *HKID Card/Passport/Birth Certificate No.: _____ (copy enclosed)

*香港身分证/护照/出生证明书号码: (附上副本)

(c) Address: _____

地址: _____

(d) Telephone No.: _____

电话号码:

2. Information of data subject whose personal data is to be corrected: (Applicable only when the data subject is different from the requestor at paragraph 1 above.)

要求改正个人资料的资料当事人(指资料所属人士)的资料: (如果要求改正资料的人士就是资料当事人, 则毋须填写。)

(a) Name: (English) _____

姓名: (中文) _____

(b) *HKID Card/Passport/Birth Certificate No.: _____ (copy enclosed)

*香港身分证/护照/出生证明书号码: (附上副本)

(c) Address: _____

地址: _____

(d) Telephone No.: _____

电话号码:

3. If the requestor is not the data subject, what is the relationship of the requestor with the data subject:

如果提出要求者并不是资料当事人, 则提出要求者与资料当事人是甚么关系:

Parent/Guardian

家长/监护人

Person authorized in writing by the data subject

获资料当事人书面授权的人士

- Others, please specify _____
其他，请注明

4. Documentary evidence of authorization given by the data subject to the requestor:

资料当事人授权提出要求者行事的证明文件：

- Letter of authorization (copy provided)
授权书(连副本)
- Other documents (copy provided)
其他左证文件(连副本)

5. Details of data correction are requested as follows:

要求改正资料的详情如下:

- (i) A copy of personal data supplied by the Education Bureau is attached.
随表附上教育局提供的个人资料复本
- (ii) The part of personal data the data subject considers inaccurate is underlined in the copy attached.
Reasons are appended below (supported with documents, if available):
资料当事人已于夹附的个人资料复本上，把其认为不正确的部分划上底线。原因载列如下
(如可以的话，请提交证明文件)
- (iii) The inaccuracy should be rectified as follows (copy of personal data with proposed corrections attached)
不正确部分应更正如下(请夹附支持拟改正的个人资料副本)

Signature of requestor : _____

提出要求者签署

Date : _____

日期

**Delete as appropriate*

**请删去不适用者*

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 your request(s) as indicated in the form;
 - (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 your request(s);
 - (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 compilation of statistics, research and Government publications; and
 - (e) 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 your request(s).

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 Controlling Officer (Data Protection) at 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or edbinfo@edb.gov.hk.

个人资料收集声明

收集个人资料的目的

1. 你在本表格提供的个人资料，会供教育局用于以下一项或多项用途：
 - (a) 处理、核实及查证你于表格中提出的要求；
 - (b) 就你于表格中提出的要求的处理、核实及查证过程中，将个人资料与政府相关政策局／部门资料库进行核对；
 - (c) 将个人资料与教育局资料库进行核对，以核实／更新教育局的记录；
 - (d) 编制统计资料、研究及政府刊物；以及
 - (e) 执行规则及规例[包括《教育条例》(香港法例第279章)及其附属法例(例如《教育规例》、《补助学校公积金规则》、《津贴学校公积金规则》)和《资助则例》]。
2. 你必须按本表格的要求及于本局处理本表格的过程中提供个人资料。假如你没有提供该等个人资料，本局可能无法办理或继续处理你提出的要求。

可获转移资料者

3. 你提供的个人资料会供教育局人员取阅。除此之外，本局亦可能会向下列各方或在下述情况转移或披露该等个人资料：
 - (a) 政府其他政策局及部门以用于上文第1段所述的用途；
 - (b) 与本表格相关的学校，以用于上文第1段所述的用途；
 - (c) 你曾就披露个人资料给予订明同意；以及
 - (d) 根据适用于香港的法例或法庭命令授权或规定披露个人资料。

查阅个人资料

4. 你有权要求查阅及更正教育局所持有关于你的个人资料。如需查阅或更正个人资料，请以书面向保障资料主管人员提出(地址：香港湾仔皇后大道东213号胡忠大厦15楼或电邮：edbinfo@edb.gov.hk)。