

APPLICATION FOR ACCESS TO INFORMATION

申请索取资料表格

(This form can be completed either in English or Chinese. Please read the notes below before writing.)
这份表格可用英文或中文填写，填写前请细阅表格下面的备注。

Applicant's Particulars 申请人个人资料

Name 姓名	*Mr 先生 Mrs 夫人 Miss 小姐 Ms 女士	# HK I/D Card/ Passport/Birth Certificate No. 香港身份证/护照/ 出生证明书号码	()
Correspondence Address 通讯地址			
		Tel. No. 电话号码	Fax No. 传真号码

* Please delete as appropriate
请删去不适用者

Fill in only if personal information is required
如索取个人资料方需填写

Information Requested 要求索取的资料

To : Access to Information Officer Education Bureau 16/F Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong Fax No. : 2893 0858	致：香港湾仔 皇后大道东213号 胡忠大厦16楼 教育局公开资料主任 传真号码：2893 0858
Details of information requested (Please be as specific as possible : it will help us identify clearly what you are looking for. Use a separate sheet if necessary.) 所需资料详情 (请尽量具体说明，以便我们清楚知道你需要的是甚么资料。如有需要请另页书写。)	

Signature _____ **Date** _____
 签署 日期

Notes 备注

1. A charge reflecting the cost of reproducing the records concerned may be levied. This bureau will advise you in advance of any such charge.
 本局会按照翻印纪录所需的成本收取费用，并预先告知你所需缴付的费用。
2. You may be asked to provide additional information to help us meet your request. This bureau may not be able to process your application if you do not provide sufficient information.
 你或需提供更多资料，以协助我们响应你的申请。如果你未能提供足够资料，本局可能无法处理你的申请。
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
 你所提供的资料，将用于处理有关你申请索取资料的事宜上。有关资料可能会送交其它部门/机构，作同样用途。

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)。