

Report of Staff Changes of Kindergarten cum Child Care Centre

幼稚園暨幼兒中心職員變動報告

Name of Kindergarten 幼稚園名稱: _____

Name of Child Care Centre 幼兒中心名稱: _____

In accordance with S39(2) of Education Ordinance, where the principal ceases to perform the duties of the principal and where any teacher commences / ceases to teach at school occurs, the **supervisor** shall inform the Permanent Secretary for Education in writing thereof **within 1 month**. In accordance with R7(2) of the Child Care Services Regulations, where any change occurs in the supervisor / child care worker, the **operator / supervisor** shall inform the Director of Social Welfare in writing thereof **within 14 days** of the occurrence.

根據《教育條例》第三十九條第(二)款，凡校長停止執行校長的職責或任何教員開始或停止在學校任教，**校監**須於變更後一個月內以書面通知教育局常任秘書長。而根據《幼兒服務規例》第七條第(二)款，凡主管 / 幼兒工作人員出現變動，**經營人 / 主管**須於變更後十四天內以書面通知社會福利署署長。

No.	Name of Teacher/Child Care Worker (教師/幼兒工作人員姓名)		# BEd(ECE)/ C(ECE)/ QKT/ CCW/ Pursuing C(ECE)	RT/valid PT No. (檢定教員註冊編號 / 有效准用教員編號)	CCC/S, CCC/W No. (幼兒中心主管 / 幼兒工作人員註冊編號)	Working Hours * (工作時間)			1 st Day of Appointment in this KG-cum-CCC (入職本校日期)	Last date of employment in this KG-cum-CCC (最後任職日期)	Class Responsible for (任職班別)		First Aid Training Received (Y/N) (曾接受急救訓練?) (是/否)	Valid First Aid Certificate No. (if any) and expiry date (有效急救訓練證書編號(如適用)及有效日期)
	English (英文)	Chinese (中文)				AM +PM (上午+ 下午)	AM (上午)	PM (下午)			KG (幼稚園)	CCC (幼兒中心)		
1.														
2.														
3.														
4.														
5.														
6.														

- Notes # 「BEd(ECE)」: QKTs/CCWs with a bachelor degree in Early Childhood Education or equivalent 持有幼兒教育學士學位或同等學歷的合格幼稚園教師/幼兒工作人員；
 「C(ECE)」: QKTs/CCWs with a Certificate in Early Childhood Education or equivalent 持有幼兒教育證書或同等學歷的合格幼稚園教師/幼兒工作人員；
 「QKT」: Qualified Kindergarten Teachers 合格幼稚園教師；
 「CCW」: Child Care Workers 幼兒工作人員；
 「Pursuing C(ECE)」: QKTs/CCWs or teaching staff with RT/valid PT No. pursuing a Certificate in Early Childhood Education or equivalent 正在修讀幼兒教育證書或同等學歷的課程的合格幼稚園教師/幼兒工作人員/持有檢定教員註冊編號/有效准用教員編號的教師。
- * Please ✓ the appropriate column 請✓適用方格
- ◆ Unless already submitted, please send in all the **certified true copies** of registration certificates and valid first aid certificates of teacher / child care staff for record. 除已呈交者外，請呈交所有教員證、幼兒工作人員證及有效急救證書的**核實副本**存檔。

Name and Signature of Supervisor 校監姓名及簽署: _____

Date 日期: _____

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

- (a) 就幼稚園暨幼兒中心職員變動，辦理有關處理、核實及查證的事務；
- (b) 就上文(a)項所述的處理、核實及查證，辦理有關把個人資料與政府相關政策局／部門資料庫進行核對程序的事務；
- (c) 為核實／更新教育局的記錄，辦理有關把個人資料與教育局資料庫進行核對程序的事務；
- (d) 辦理有關培訓及發展的事務，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
- (e) 辦理有關處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計的事務；
- (f) 辦理有關編製統計資料、研究材料及政府刊物的事務；以及
- (g) 辦理有關施行及強制執行規則及規例 [包括《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]的事務；及《幼兒服務條例》(香港法例第 243 章)及其附屬法例 [即《幼兒服務規例》(香港法例第 243A 章)]的事務

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

- (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
- (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
- (c) 你曾就披露個人資料給予訂明同意；以及
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港太古城太古灣道 14 號 6 樓 602 室幼稚園及幼兒中心聯合辦事處當值主任或電郵至 jokc@edb.gov.hk。

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 Staff Changes of Kindergarten cum Child Care Centre;
 - (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, the Child Care Services Ordinance (Cap.243) and its subsidiary legislation (i.e., the Child Care Services Regulations (Cap 243 A))
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 intake officer at Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to jokc@edb.gov.hk.