

**Education Bureau**  
**教育局**

Joint Office for Kindergartens and Child Care Centres  
幼稚園及幼兒中心聯合辦事處

Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong  
香港太古城太古灣道 14 號 6 樓 602 室

**Personal Particulars Form for Operator of Child Care Centre**

**幼兒中心經營人個人資料**

1. Name : Mr/Mrs/Miss/Ms\* \_\_\_\_\_ (English)  
姓名 先生/夫人/小姐/女士\* \_\_\_\_\_ 英文

\_\_\_\_\_  
(Chinese)  
中文

2. H.K.I.C./Passport No. : \_\_\_\_\_  
香港身份證 / 護照號碼

3. Date of Birth : \_\_\_\_\_  
出生日期

_____	_____	_____
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Day 日 / Month 月 / Year 年

4. Nationality : \_\_\_\_\_  
國籍

5. Residential Address & Tel./Fax No. : \_\_\_\_\_  
住址及電話號碼

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
電話號碼 傳真號碼

6. Correspondence Address & Tel./Fax No.: \_\_\_\_\_  
通訊地址及電話/傳真號碼

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
電話號碼 傳真號碼

7. Present Occupation : \_\_\_\_\_  
目前職業

8. Qualification :#  
學歷 :

Primary

小學

Secondary

中學

Post-Secondary

專上

University

大學

Others, please specify: \_\_\_\_\_

其他, 請說明 \_\_\_\_\_

9. Child Care Training :#

幼兒工作訓練

(a) Nil

無

(b) Yes, Please specify Name of Institute

有, 請說明

學院名稱

:

Course Name

(as printed on Certificate)

課程名稱

:

(依畢業證書寫法)

Year of Award

修畢年份

:

10. Child Care Experience (please include present employment) : # No 無

幼兒工作經驗 (請包括現時工作):

Yes, please specify below: 有,請列明如下:

Name of Child Care Centre/Agency 幼兒中心 / 機構名稱	Post Held 職位	Date of Commencement 到職日期	Date of Leaving 離職日期	Age Range of Children Served 所服務兒童的年齡組別

11. Ownership of Child Care Centre: # No 無

經營幼兒中心資料:

Yes, please specify below: 有,請列明如下:

Name of Centre 中心名稱	Period of Ownership 經營時間	Nature of Ownership (please specify : Sole or Shared) 經營形式 (請註明:全部或部份)

\*Please delete whichever inappropriate

\*請刪除不適用者

# Please specify ✓ as appropriate

# 請於適當空格上加 ✓ 號

Signature of Applicant: \_\_\_\_\_

申請人簽署

Date: \_\_\_\_\_

日期

## 重要事項

沒有「智方便+」戶口的申請人須把已填妥的申請表交回幼稚園及幼兒中心聯合辦事處處理（地址：香港太古城太古灣道 14 號 6 樓 602 室）。請確保已為郵件支付足夠郵資，以免未能送達本局。郵資不足的郵件，一律會由香港郵政處理。

## Important Notes

Applicant without an “iAM Smart+” account is required to return the completed form to Joint Office for Kindergartens and Child Care Centres for processing (Address: Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong). Please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail items will be disposed of by the Hongkong Post.

## 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) 就幼兒中心經營人申請中心註冊，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，包括社會福利署，城市規劃委員會、地政總署、消防處、屋宇署或建築署，機電工程署，學生資助辦事處以用於上文第 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) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商；及/或其他有關個人/機構 (例如：物業持有人或房屋委員會)以用於上文第 1 段所述的用途；
  - (d) 你曾就披露個人資料給予訂明同意；以及
  - (e) 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，包括將根據幼兒服務條例第 8 條給公眾人士查閱，以證實你的幼兒中心已依上述法例規定的規定註冊。

### 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](mailto: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 application by Operator of Child Care Centre for centre registration;
  - (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), the Codes of Aid; and 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, including Social Welfare Department, Town Planning Board, Lands Department, Fire Services Department, Buildings Department or Architectural Services Department, Electrical and Mechanical Services Department, and Student Finance Office, 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) personnel, agent, service provider engaged by EDB to provide services or advice; and /or other relevant individuals/ organizations (such as property owner or Housing Authority), for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong and will be subject to inspection by the public in accordance with the provision stipulated in Section 8 of the Child Care Services Ordinance for the purpose of verifying that your child care centre is registered under the above Ordinance.

### 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](mailto:jokc@edb.gov.hk).