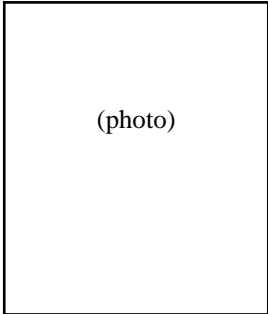


CHILD CARE SERVICES ORDINANCE, CAP. 243
APPLICATION FOR A CERTIFICATE TO CHILDMINDER



Notes : * please delete whichever inappropriate
□ please tick as appropriate

First Application Renewal Application
□ □

Under section 15C(1) of the Child Care Services Ordinance, I request the Director of Social Welfare to issue me a Certificate to Childminder according to section 15C(4) of the Ordinance.

(I) My personal particulars are as follows:-

(a) Name : (Mr/Mrs/Miss/Ms) * _____ (in English)

_____ (in Chinese)

(b) H.K.I.C./Passport No.*:

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(c) Date of Birth :

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 Day / Month / Year

(d) Marital Status : single/married/others*, please specify: _____

(e) Residential Address: _____

_____ Tel. No.: _____

Daytime Contact/Mobile Tel. No.: _____

(f) Correspondence Address: _____

_____ Tel. No.: _____

(II) I declare that I am not a person who is prohibited from acting as a childminder under section 15(A)1 of the Child Care Services Ordinance.

(III) I authorize the Commissioner of Police to release to the Director of Social Welfare my criminal records (if any) and any information requested by him pursuant to section 15C(3)(b) of the Ordinance.

(IV) I understand that I have to pay a fee of \$ _____ for requesting a Certificate to Childminder.

(V) I affix above a signed full face photograph of myself (together with an additional one as attached)

(VI) The contents of this notice are true and complete to the best of my knowledge and belief.

Signature :

Date :

Notice to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance/service to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the Department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below -

- (a) Other parties such as government bureaux / departments, non-governmental organizations and public utility companies **if** they are involved in the assessment of application from or provision of service/assistance to you;
- (b) Where such disclosure is authorized or required by law; or
- (c) Where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. Application forms for access to data are available at offices/centres of SWD.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance/service or if there are changes in the data you provide, please contact the office which collected the data from you.

5. Requests for access to personal data collected by SWD and correction of data obtained from a data access request should be addressed to –

Post title : Social Work Officer (Child Care Centres Advisory Inspectorate)

Address : Room 2312, 23/F., Southorn Centre, 130, Hennessy Road, Wan Chai, Hong Kong

Tel. No. : 2835 2016

(Effective from 1 October 2010)