

SOCIAL WELFARE DEPARTMENT
社會福利署
CHILD CARE CENTRES ADVISORY INSPECTORATE
幼兒中心督導組

Room 2312, 23/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong
香港灣仔軒尼詩道130號修頓中心23樓2312室

Personal Particulars Form for Operator of Child Care Centre

幼兒中心經營人個人資料

Notes

- i) Please write in Block Letter
請用英文大楷填寫
- ii) Please delete whichever inappropriate*
請刪除不適用者*
- iii) Please specify ✓ as appropriate
請於適當空格上加✓號

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
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) :

幼兒工作經驗 (請包括現時工作) :

No 無

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:

經營幼兒中心資料 :

No 無

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)

Signature of Applicant: _____
申請人簽署

Date: _____
日期

注意：

你在本表格所提供的資料將供本督導組為你的幼兒中心作註冊之用，本督導組亦可能會向有需要知道這些資料的有關部門透露。你幼兒中心的名稱、地址、註冊日期和你的姓名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。

Note:

The information you provide in this form will be used by this Inspectorate for registration of your child care centre and may be disclosed to parties concerned on a need-to-know basis. The name, address and registration date of your child care centre and your name 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.

簽名

Signature : _____

收集個人資料之前致資料當事人的通知書

向社會福利署提供個人資料之前，請先細閱本通知書。

收集資料的目的

1. 社會福利署（社署）會使用你所提供的個人資料，向你提供你所需要的適當援助或服務，包括但不限於監察及檢討各項服務、進行研究及調查，以及履行法定職責。向社署提供個人資料，純屬自願。如你未能提供足夠的個人資料，本署可能無法處理你的申請或向你提供援助／服務。

可能經由社署轉介資料的人士的類別

2. 你所提供的個人資料，會供本署在工作上有需要知道該等資料的職員使用。除此之外，本署職員在需要時亦只會向下列有關方面或在下列情況披露該等資料：

- (a) 其他涉及評定你的申請，或向你提供服務／援助的有關方面，例如政府決策局／部門、非政府機構及公用事業公司；或
- (b) 由法律授權或法律規定須向其披露資料的有關方面；或
- (c) 你會同意向其披露資料的有關方面。

查閱個人資料

3. 除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權就社署備存有關你的個人資料提出查閱及改正要求。不過，在一般情況下，如收集資料的目的已經完成，本署會刪除有關的個人資料。在條例內訂下的查閱權利是指在繳付所需費用後，取得你的個人資料的複本一份。查閱資料要求須以申請表格或書信提出。你可到社署各辦事處／中心索取查閱資料申請表格。

對你申請的服務的查詢、查閱及改正個人資料的要求

4. 請確保你向社署提供的資料正確無誤。如你對所提交的援助／服務申請有任何查詢，或對所提供的資料有任何更改，亦請聯絡向你收集資料的辦事處。

5. 如果你希望查閱你的個人資料，以及在查閱個人資料後要求改正所得的資料，請向下列人士提出：

職位名稱： 社會工作主任（幼兒中心督導組）
地址： 香港灣仔軒尼詩道 130 號修頓中心 23 樓 2312 室
電話： 2835 2016

(由二零一零年十月一日起生效)

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)