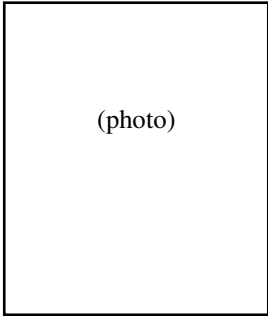


CHILD CARE SERVICES ORDINANCE, CAP. 243
APPLICATION FOR A CERTIFICATE TO CHILDMINDER



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 :

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

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 authorise 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 Child Care Services 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 application form are true and complete to the best of my knowledge and belief.

Signature :

Date :

Social Welfare Department
Personal Information Collection Statement
to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data¹ to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) and/or those non-governmental organisations (“NGOs”) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members.

Classes of Transferees

2. The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies **if** they are involved in:
 - (i) processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;
 - (ii) the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
 - (iii) monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Social Work Officer (Child Care Centres Advisory Inspectorate)
Address : Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Tel. No. : 3184 0804

¹ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.