

SOCIAL WELFARE DEPARTMENT

社會福利署

CHILD CARE CENTRES ADVISORY INSPECTORATE

幼兒中心督導組

Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

香港黃竹坑業勤街23號THE HUB 2樓206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 Letters  
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  Post-Secondary 專上
- Secondary 中學  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)

Signature of Applicant : \_\_\_\_\_  
申請人簽署

Date : \_\_\_\_\_  
日期

**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.

**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的規定註冊。

Signature : \_\_\_\_\_

簽名

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

**Please read this notice before you provide any personal data<sup>1</sup> 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

---

<sup>1</sup> 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.

## 社會福利署

### 收集個人資料前向資料當事人發出的

### 收集個人資料聲明

向社會福利署提供個人資料<sup>1</sup> 之前，請先細閱本聲明。

#### 收集資料的目的

1. 社會福利署（社署）及／或獲社署提供津助／資助的非政府機構，或由社署委託的非政府機構，將會使用你所提供的個人資料，向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府機構提供的援助或服務，包括（但不限於）用於監察和檢討各項服務、處理有關你及／或你的家人所獲得服務的投訴、進行研究及調查、製備統計數字、履行法定職責等。向社署提供個人資料純屬自願。不過，如你未能提供所要求的個人資料，本署可能無法處理你的申請或向你及／或你的家人提供援助／服務。

#### 可能獲轉移資料者

2. 你所提供的個人資料，會按需要知道的原則提供給在本署工作的職員。除此之外，該等個人資料亦可能會為上文第1段所述的目的而向下列機構／人士披露，或在下述情況下披露：

- (a) 其他機構／人士（例如政府決策局／部門、醫院管理局、非政府機構、公用事業公司等），如該等機構／人士有參與以下事項：
  - (i) 審批及／或評估你及／或你的家人就上文第1段所提及社署及／或非政府機構向你及／或你的家人提供服務／援助而提出的任何申請；
  - (ii) 上文第1段所提及社署及／或非政府機構向你及／或你的家人所提供的服務／援助；或
  - (iii) 監察和檢討上文第1段所提及社署及／或非政府機構所提供的服務，或製備統計數字；
- (b) 處理投訴的機構（例如申訴專員公署、個人資料私隱專員公署、社會工作者註冊局、立法會等），如果這些機構正在處理有關社署向你及／或你的家人所提供的服務或援助的投訴；
- (c) 法律授權或法律規定須披露資料；或
- (d) 你曾就披露資料給予訂明同意。

#### 查閱個人資料

3. 按照《個人資料（私隱）條例》（第486章），你有權就社署所持有的有關你的個人資料提出查閱及改正要求。本署提供個人資料複本將須收取費用。如需查閱或改正社署收集的個人資料，請向以下人士提出：

職銜： 社會工作主任（幼兒中心督導組）  
地址： 香港黃竹坑業勤街 23 號 THE HUB 2 樓 206 室  
電話： 3184 0804

<sup>1</sup> 根據《個人資料（私隱）條例》（第486章），個人資料指符合以下說明的任何資料 -

- (a) 直接或間接與一名在世的個人有關的；
- (b) 從該資料直接或間接地確定有關的個人的身份是切實可行的；及
- (c) 該資料的存在形式令予以查閱及處理均是切實可行的。