

Personal Information Collection Statement for Personal Data Provided by Users on e-Services Portal Website

Purpose of Collection

1. The personal data provided by you on this website (<https://eservices.edb.gov.hk>) will be used by the Education Bureau (EDB) for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
 - (b) Activities relating to the processing, authentication and counter-checking of applications made to and/or nominations made to/by the EDB;
 - (c) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the matters mentioned in (a) and/or (b) above;
 - (d) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;
 - (e) 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;
 - (f) Activities relating to the processing and vetting of applications for, and disbursement of, **funding / grants / subsidies**, and conducting of audits;
 - (g) Activities relating to compilation of **statistics, research and Government publications**; and
 - (h) 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) and the Codes of Aid.
2. The provision of personal data required by the e-Services Portal is obligatory. In the event that you do not provide those personal data, we may not be able to provide educational services to schools and teachers.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the 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 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) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

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 in the Data Access Request Form, which is available on EDB website Home > Privacy Policy (<https://www.edb.gov.hk/en/privacy-policy/index.html>) and sent to the Controlling Officer (Data Protection), 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.