



教育局 Education Bureau

電子化服務入門網站 e-Services Portal

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內部使用
Internal Use

更改教師任職資料申請表 (小學/中學適用)

Modify Teacher Appointment Information Application Form

(For Primary / Secondary Schools)

A. 教師資料 TEACHER INFORMATION

學校編號

School Number

學校名稱

School Name

教師英文姓名

Teacher's English Name

中文姓名

Chinese Name

香港身份證號碼 (首 4 個字元)

HKID Number (first 4 characters)

戶口登入名稱

Account Logon Name

B. 任職資料 APPOINTMENT INFORMATION

(請填寫教師的完整任職記錄 Please provide full details of the appointment record(s) of the teacher concerned)

任職日期 Period (DD/MM/YYYY - DD/MM/YYYY)	實任職級 Substantive Rank	受聘條件 Terms of Employment (TOE)	「全職等值」單位 Full-time Equivalent (FTE)

C. 職務 / 職位資料 DUTY / POST INFORMATION

(只須填寫要更改的部份 Please fill in the part you would like to amend only)

開始日期 Start Date (DD/MM/YYYY)	完結日期 End Date (DD/MM/YYYY)	主要職務 / 職位 Main Duties / Posts

開始日期 Start Date (DD/MM/YYYY)	完結日期 End Date (DD/MM/YYYY)	其它職務 / 職位 Other Duties / Posts

請注意：同一時段，只可輸入一項「主要職務 / 職位」。

Note: You can input only one set of main duty/post under the same period.

* 隨表附上 ___ 頁的補充資料。
___ page(s) of supplementary information is attached.

D. 聯絡人資料 CONTACT INFORMATION

聯絡人姓名

Contact Person

電話號碼 / 聯絡電郵

Telephone Number / Email

職位

Post Title

E. 聲明與授權 DECLARATION AND AUTHORISATION

本人明白，同意並謹此聲明：

I hereby DECLARED, UNDERSTOOD and AGREED that:

- | | |
|----------------------------------|---|
| 1. 本人於本表格所提供的一切資料為本人所知的全部及為真確無誤。 | 1. All information provided by me in this form is complete and true to the best of my knowledge and belief. |
| 2. 本人授權電子化服務入門網站小組為上述教師更改其任職記錄。 | 2. I authorise e-Services Team to modify the above teacher's appointment information. |
| 3. 本人明白資料一經更改，將無法還原。 | 3. I understood that information amended cannot be restored. |

校監 / 校長簽署

Signature of Supervisor/Principal

校監 / 校長姓名

Name of Supervisor/Principal

日期 (日 / 月 / 年)

Date (DD/MM/YYYY)

學校印鑑 School Chop

* 如適用，請於方格內加上「✓」號。 Please put a "✓" in the box if appropriate.

**Modify Teacher Appointment Information Application Form
(For Primary / Secondary Schools)
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form 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 matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB, and
 - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in 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) where you have given your prescribed consent to such disclosure; and
 - (c) 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.

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個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證僱傭相關事宜，包括聘用、培訓及職業前途發展、薪酬及福利、員工關係、通訊和程序遵行；
 - (b) 就上文 (a) 項所述僱傭相關事宜的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
 - (d) 編製統計資料、研究及政府刊物。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
 - (b) 你曾就披露個人資料給予訂明同意；以及
 - (c) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請透過「查閱資料要求表格」(可於教育局網頁主頁 > 私隱政策 (<https://www.edb.gov.hk/tc/privacy-policy/index.html>) 下載) 以書面提出，填妥表格後，請郵寄到香港灣仔皇后大道東 213 號胡忠大廈 15 樓，保障資料主管人員收。