

香港聖公會福利協會有限公司
 Hong Kong Sheng Kung Hui Welfare Council Limited
 香港聖公會基愛幼兒學校
 Hong Kong Sheng Kung Hui Kei Oi Nursery School
全日制入學申請表

Application Form for Full-time Education/Service

只供本校填寫
For Official Use Only
檔號 No. :

甲部：申請人資料 Part A: Applicant's Particulars * 請在適當的□內加上✓ * Please tick the appropriate boxes.

中文姓名 Name in Chinese				相片 Photo
英文姓名 Name in English				
出生日期 Date of Birth	年齡 Age			
出生證明書號碼 # Birth Certificate No. #	性別* Sex*	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F		
電郵地址 Email Address				
住址 Home Address				
住宅電話 Home Telephone No.	家中常用語言 Language spoken at home			
幼兒學校適用 For Nursery School	申請班級* : Applying for Class * : <input type="checkbox"/> N 預備班 <input type="checkbox"/> K1 幼兒班 <input type="checkbox"/> K2 低班 <input type="checkbox"/> K3 高班			

如使用出生證明書以外的身份證明文件，請註明 # If identity document(s) other than Birth Certificate is used, please specify.

乙部：家長/監護人資料 Part B: Parent/Guardian's Particulars

資料 Particulars	父親 Father	母親 Mother	監護人 Guardian
中文姓名 Name in Chinese			
英文姓名 Name in English			
聯絡電話 Telephone No.			

丙部：現就讀本幼兒學校的兄弟姊妹資料 (如適用)

Part C: Particulars of Siblings Attending This Nursery School (if applicable)

姓名 Name	班級 Class	姓名 Name	班級 Class

家長/監護人姓名： _____ 家長/監護人簽署： _____ 日期： _____
 Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____ Date: _____

此表格所提供的個人資料會用作處理服務/入學申請之用。服務終結/退學後，如不再需要該等個人資料紀錄，有關紀錄會根據個別資料的處理政策刪除。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與我們聯絡。

Personal data in this form is provided for processing application for service or school admission. After completion/termination of service/school, where records of personal data are no longer required, they will be erased according to their respective handling policy. According to the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please contact us for any enquiries.

Hong Kong Sheng Kung Hui Welfare Council Limited (“the Council”)
Hong Kong Sheng Kung Hui Kei Oi Nursery School (“School”)

Consent form for the Use of Personal Data

I understand that the Council/School/Centre will collect my / my child’s personal data for processing my application for school admission or services. The Council/School/Centre may, where applicable, disclose and/or transfer such personal data including but not limited to name, telephone number, email address and residential address on a need-to-know basis to the staff, other units and/or centres of the Council, and Government departments or organisations with authorization or statutory power to obtain such information, and external parties who are authorized and/or appointed by the Council including but not limited to insurance companies, doctors, legal advisors, and /or other service providers. The personal data will be treated as strictly confidential in accordance with the Personal Data (Privacy) Ordinance, and will not be sold, rented or transferred in any form through any means to any other persons or entities.

I understand that the personal data is provided on a voluntary basis. Failure to supply sufficient data may result in the School/Centre (or the Council) being unable to process my application for admission or to provide the service requested. I shall be responsible for any delay in processing of my application for admission or service, if any, arising from my failure to supply any of the personal data required. I understand that I have to ensure the accuracy of all the personal data I supplied. I shall notify the School/Centre and/or the Council of any change of the personal data or any part thereof as soon as possible. I understand and agree that I shall be responsible for delay of service due to any inaccurate or incomplete personal data. I understand that if any personal data of other persons are provided, I shall obtain their prior consents before providing such data. I understand that the personal data will not be kept longer than necessary by the Council/School/Centre for the fulfillment of the purposes for which the data are to be kept. Where records of personal data are no longer required, they will be erased according to their respective handling policy.

Save and except the circumstances specified under the Personal Data (Privacy) Ordinance, I understand that I have the right to apply for access to and/or correction of the personal data held by the Council/School/Centre and the initial handling fee for such application and photocopy fee are \$70 and \$2/sheet respectively. For enquires or application, I may contact the person in charge of the School/Centre as follows: Address: Unit 103-116 and 118, G/F, Lai kuk house, Lai Kok Estate, Shamshuipo, Kowloon
Telephone: 2729 7991

The Council/School/Centre may utilize your personal data for communicating with you, delivering news and information, and for the purposes of service promotion, fundraising, volunteer recruitment, conducting surveys and other activities associated with the Council/School/Centre.

Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

I object to Hong Kong Sheng Kung Hui Welfare Council Limited/School/Centre’s use of my personal data for the purposes stated above.

If you subsequently wish to require the Council/School/Centre to cease using your personal data for the above purpose, please write to Unit 103-116 and 118, G/F, Lai kuk house, Lai Kok Estate, Shamshuipo, Kowloon ‘Hong Kong Sheng Kung Hui Kei Oi Nursery School’.

Signature of applicant :	_____	Signature of staff :	_____
Name of applicant :	_____	Name of staff :	_____
Date :	_____	Case No. :	_____