

香港聖公會福利協會有限公司
 Hong Kong Sheng Kung Hui Welfare Council Limited
 香港聖公會聖尼哥拉幼兒學校
 Hong Kong Sheng Kung Hui St. Nicholas' Nursery School

全日制入學申請表

Application Form for Full-time Education/Service

只供本校/中心填寫
For Official Use Only
檔號 No. :

甲部：申請人資料 Part A: Applicant's Particulars * 請在適當的口內加上✓ * 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			
幼兒中心適用 For Child Care Centre	<input type="checkbox"/> 已出生 Born <input type="checkbox"/> 待產 Pre-Birth (預產期 Due-Date) : _____			

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/中心的兄弟姊妹資料 (如適用)

Part C: Particulars of Siblings Attending This Nursery School/Centre (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.

香港聖公會福利協會有限公司
香港聖公會聖尼哥拉幼兒學校

個人資料使用同意書

本人明白協會/校方/中心將收集本人及小兒/女之個人資料，作為有關申請入學/服務的用途。協會/校方/中心可將本人的個人資料，包括但不限於姓名、電話號碼、電郵地址、住址等，向工作上需要知道該等資料的協會職員、協會轄下相關部門及單位、獲授權或有法定權力收取有關資料的政府部門或機構、及獲協會委任的保險公司、醫生、法律顧問及/或其他服務提供者等轉移及披露。有關的個人資料將按《個人資料(私隱)條例》處理，不會以任何形式出售、租借或轉讓予任何人士或組織。

本人明白提供個人資料予協會/校方/中心純為自願。若本人未能提供足夠個人資料，協會/校方/中心可能無法處理有關入學/服務的申請而導致校方/中心未能安排入學/提供服務，或引致入學/服務提供之延誤，需由本人負責。本人亦明白需確保所提供之資料為真確。遇有任何資料上之更改，本人須儘快通知校方/中心更新，否則，如因所提供的資料失誤而引致入學/服務提供之延誤，概由本人承擔。而本人提供之資料當中如涉及其他人士，本人已取得該等人士之同意。本人明白協會/校方/中心對個人資料的保留期限不會超過貫徹該等資料的使用目的所需的時間。如不再需要該等個人資料紀錄，協會/校方/中心會根據個別資料的處理政策刪除有關紀錄。

除《個人資料(私隱)條例》特定的豁免範圍外，本人有權申請查閱及/或改正協會/校方/中心所存有關本人的個人資料。本人明白如需「查閱個人資料」或「索取個人資料的複印本」，均須於提交申請表時，繳付初步處理費港幣 70 元正。如需取得一份有關資料的複本，則須於領取資料複本時，繳付黑白影印費每頁港幣 2 元正。如有查詢或提出申請，可聯絡校方/中心：

地址：新界葵涌大窩口道 15 號大窩口社區中心六樓 聯絡電話：(852) 2420 0928

協會/校方/中心可能會使用你的個人資料與你聯繫、發送資訊及作服務推廣及宣傳、籌募、義工招募、意見收集和其他與協會/校方/中心有關活動之用途。如不同意此項安排，可在簽署前於下欄加上「✓」號表示。

本人反對香港聖公會福利協會有限公司/校方/中心將本人的個人資料作上述用途。

要求協會/校方/中心停止使用你的個人資料作上述用途，可隨時致函「新界葵涌大窩口道 15 號大窩口社區中心六樓 香港聖公會聖尼哥拉幼兒學校」。

家長/監護人簽署： _____ 負責職員簽署： _____

家長/監護人姓名： _____ 負責職員姓名： _____

日期： _____ 檔案編號： _____

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: 5/F, Tai Wo Hau Estate Community Centre, 15 Tai Wo Hau Road, Kwai Chung, N.T. Telephone: (852) 2420 0928.

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 (5/F, Tai Wo Hau Estate Community Centre, 15 Tai Wo Hau Road, Kwai Chung, N.T. Hong Kong Sheng Kung Hui St. Nicholas' Nursery School).

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