For reference only

Parents’ Notice and Reply Slip Template

November 2020

Dear Parents,

# Online Learning of Students at Home

To facilitate our school to understand from the parents about students’ online situation for e-learning at home, please complete the following reply slip and return it to the class teacher before November 2020.

Yours sincerely,

(Signature of Principal) ( Name of Principal )

# Reply Slip

（Please put a “”in  as appropriate and \*delete as appropriate.）

Dear Principal,

* My child’s residence is connected to broadband Internet services and does not require related additional support from the school.
* My child is living in a/an \* subdivided unit / old building / remote area and cannot acquire appropriate Internet services. Additional support from the school is thus needed. I have enquired the following Internet services providers and confirmed that my residence cannot be connected to appropriate fixed broadband services.

The names of Internet services providers enquired are as follows:

（1）

（2）

（3）

* + My child is benefiting from the following scheme(s):
    - Comprehensive Social Security Assistance Scheme (including Internet access subsidies)
    - Full grant / half grant of the School Textbook Assistance Scheme
    - School’s fee remission Scheme (applicable to DSS schools only)
  + My child and I are not benefiting from any assistance scheme(s) of the school, the Government or non-governmental organisation(s), but my family has limited economic means at present (Please specify:

).

I hereby declare that the information provided is accurate.

Signature of \*Parent/Guardian:

Name of \*Parent/Guardian:

Name of Student:

Student Number:

Class:

Date:

# Personal Information Collection Statement

1. The personal data provided will be used by the school for the following purposes:
   1. processing related application(s), and
   2. verifying information with the departments/bureaux of the Government of the Hong Kong Special Administrative Region which are relevant to (i), if necessary.
2. Any information, including personal data, submitted may be disclosed to the Education Bureau (EDB) and relevant government departments/bureaux for the purposes mentioned above.
3. The provision of personal data is obligatory. Without the data provided, the school is not able to process the application and proceed with the relevant arrangements.
4. According to Personal Data (Privacy) Ordinance (PDPO), all persons have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to XXX (School Address). For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.