

* 請刪去不適用者
Delete whichever is inappropriate

非教學人員資料更改通知書
(由薪金津貼支付薪酬)

Notification of Changes in Non-teaching Staff Record
(Paid out of Salaries Grant)

☆請在填寫前，詳細閱讀列載於附頁的個人資料收集聲明。
☆Please read the attached Personal Information Collection Statement carefully before completing this form.

學校名稱

Name of School : _____

學校編號

School Code :

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*.上午am
*.下午pm
*.全日Whole Day

學校電話號碼

School Telephone No. : _____

職員姓名 (全名)

Name of Staff (in full) : _____

員工檔號

Staff Reference No. :

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敘述更改/差異之處 Description of Change / Discrepancy	
薪金津貼報表內的資料 Information in Salaries Grant Report	
正確資料 Correct Data	
學校發展主任的批准書檔號和日期(如有) Ref. and Date of School Development Officer's Approval (if any)	

如通知離職事項，請提供下列資料

For Notification of Termination of Service, please provide the following data:

最後受僱日期

Last Date of Employment

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日 DD 月 MM 年 YYYY

離職原因代號

Termination Reason Code

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離職原因代號 Termination Reason Code :

01 辭職 Resignation	02 退休 Retirement	03 結束合約 Completion of Contract	04 提前解約 Termination of Contract before mature date
05 解僱 Dismissal	06 死亡 Death	07 其他 (請詳述) Others (please specify): _____	

是否需要繳交代通知金?

Is payment in lieu of sufficient notice required?

*是/否

*Yes / No

如是，款額: \$ _____

If Yes, Amount: \$ _____



授權人 (校監/校長)

Authorized by (Supervisor/Head of School)

簽署 Signature: _____

姓名 Name: _____

日期 Date: _____

只供教育局填寫 For Education Bureau use only

收件日期 Received on	工序 Action	簽署 Initial	日期 Date
	資料更新 Data updated by		
	資料覆核 Data checked by		

個人資料收集聲明

收集個人資料的目的

- 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：
 - 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；
 - 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；
 - 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
 - 編製統計資料、研究及政府刊物。
- 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本表格。

可獲轉移資料者

- 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：
 - 政府其他政策局及部門，以用於上文第1段所述的用途；
 - 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，以用於上文第1段所述的用途；
 - 你曾就披露個人資料給予訂明同意；以及
 - 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

- 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，請以書面向以下人士提出：

一級會計主任(公積金)1
教育局公積金組
香港灣仔皇后大道東213號胡忠大廈15樓1517室

Notification of Changes in Non-teaching Staff Record

Attachment

Personal Information Collection Statement

Purpose of Collection

- The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - 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;
 - 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;
 - Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB, and
 - Activities relating to compilation of statistics, research and Government publications.
- 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 form.

Classes of Transferees

- 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:-
 - other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
 - where you have given your prescribed consent to such disclosure; and
 - where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

- 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 to:

Accounting Officer I (Funds)1
Funds Section
Education Bureau
Room 1517, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong