

香港西區婦女福利會幼兒園 / 香港西區婦女福利會幼稚園

Women's Welfare Club West Day Nursery Hong Kong

Women's Welfare Club Western District Hong Kong Kindergarten

入學申請表
Application Form

只供本幼稚園填寫
For Official Use Only
申請編號
Application No.: _____

甲部：申請人資料

Part A: Applicant's Particulars

中文姓名： Name in Chinese:		*性別： *Sex：	☐ 男 M ☐ 女 F	相片 Photo
英文姓名： Name in English:		家中常用語言： Spoken language at home:		
出生日期： Date of Birth:		年齡： Age:		
#出生證明書號碼： #Birth Certificate No.:		出生地點： Place of Birth:		
住址： Home Address:				
住宅電話： Home Telephone:		電郵地址： Email Address：		

*申請班級 *Applying for class	☐ 預備班 (N1) ☐ 幼兒班 (K1) ☐ 低班 (K2) ☐ 高班 (K3)
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如使用出世證明書以外的身份證明文件，請註明。

If identify 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

		父親 Father	母親 Mother	或監護人 or Guardian
姓 名 (中) Name (Chinese)				
(英) (English)				
職 業 (Occupation)				
電話 (Phone)	日間(Daytime)			
	手提電話 (Mobile Phone)			

丙部：現/曾就讀本幼稚園的兄弟姊妹資料（如適用）

Part C: Particulars of Siblings attending/having attended this Kindergarten (if applicable)

	姓名 Name:	學年 School Year:	班級 Class:	關係 Relationship:
1				
2				
3				

*請選擇接收有關本園資訊的方法:

☐郵遞（遞交申請表時需連同 2 個已填妥回郵地址及貼上 \$ 2.20 郵票的回郵信封一併交回，信封面請註明幼兒姓名。）

☐By post（Please submit the form together with two self-addressed and child-name-stated envelopes with \$2.20 stamp affixed on each.）

☐電郵（郵遞及電郵地址均以家長於「甲部：申請人資料」內所填寫的資料為準。報名費用收據將於 11 月舉行之「新生家長簡介會」內派發，如家長欲提前取回收據，請於報名時連同 1 個已填妥回郵地址及貼上 \$ 2.20 郵票的回郵信封一併交回，信封面請註明幼兒姓名。

☐By E-mail (Please state the email address accurately in “Applicant's Particulars” section. The receipt of the application fee will be distributed on Information Seminar. Should parent wish to get the receipt in advance, please submit the form together with one self-addressed and child-name-stated envelope with \$2.20 postage stamp affixed on.)

*請在適合的☐內加上✓。

*Please tick the appropriate boxes.

香港西區婦女福利會幼兒園/香港西區婦女福利會幼稚園
個人資料使用同意書

本人明白校方將收集本人及小兒/女之個人資料，作為有關申請服務的用途。協會可將本人的個人資料，包括但不限於姓名、電話號碼、傳真號碼、電郵地址、郵寄地址等，向工作上有需要知道該等資料的園方職員、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校方/會方純為自願。若本人未能提供足夠的個人資料，校方可能無法處理有關服務的申請而導致校方/會方未能提供服務，或引致服務提供之延誤，需由本人負責。本人亦明白需確保所提供的資料為真確。遇有任何資料上之更改，本人須儘快通知校方/會方更新，否則，如因所提供的資料失誤而引致服務提供之延誤，概由本人承擔。而本人提供之資料當中如涉及其他人士，本人已取得該人之同意。本人亦知道所提供之個人資料將於服務終結後的第二年銷毀。

除個人資料（私隱）條例特定的豁免範圍外，本人有權透過申請，查閱及/或改正學校/會方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，繳交初步處理費港幣 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，繳交黑白影印費每頁港幣 2 元正。如有查詢或提出申請，可聯絡本校/會方，

地址：香港上環必列啫士街 60 號地下 1 樓及 3 樓

聯絡電話：2546 1030

對於園方可能會使用你的個人資料與你聯繫、發放資訊，及以作服務推廣及宣傳、意見收集和其他與園方有關活動之用途。如你不同意，可在簽署前於下欄加上「✓」號表示。

☐ 本人反對香港西區婦女福利會幼兒園/香港西區婦女福利會幼稚園將本人的個人資料作上述用途。

若你要求園方停止使用你的個人資料作上述用途，可隨時致函「香港上環必列啫士街 60 號地下 1 樓及 3 樓 香港西區婦女福利會幼稚園」。

Women's Welfare Club, West Day Nursery, Hong Kong.
Women's Welfare Club, Western District, Hong Kong. Kindergarten.
Consent form for the Use of Personal Data

I understand that the School will collect my/ my child's personal data for processing my application for school admission or services. The School 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 organizations with authorization or statutory power to obtain such 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 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 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 School 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.

The School may utilize your personal data for communicating with you, delivering news and information, and for the purpose of service promotion, conducting surveys and other activities associated with the School.

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 Women's Welfare Club, West Day Nursery, Hong Kong. Women's Welfare Club, Western District, Hong Kong. Kindergarten's use of my personal data for the purpose stated above.

If you subsequently wish to require the School to cease using your personal data for the above purpose, please write to G/F, 1/F & 3/F, 60 BRIDGES STREET, SHEUNG WAN, HONG KONG “WOMEN'S WELFARE CLUB WESTERN DISTRICT HONG KONG KINDERGARTEN”

日期
Date: _____

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