

Notes to Applicants as Member of ERB Service Centre

Eligibility

1. Applicants shall fulfill the following general criteria:
 - i) Eligible employees of HKSAR (i.e. those with no restrictions of stay including permanent residents of HKSAR and new arrivals); and
 - ii) Aged 15 or above; and
 - iii) Education attainment of sub-degree or below with training and employment needs.

Personal data of applicants

2. The personal data of applicants provided in this form and to the Centre will be used for purposes of:
 - i) Registration as member of ERB Service Centre, provide services and facilities of the centre to the applicants, ERB course application, provide service information of the ERB Service Centres, opinion survey, service monitoring and evaluation, etc.
 - ii) The personal data so collected may be transferred to the ERB, governmental departments and ERB's commissioned research consultants or agencies for the purposes as stated in (i).
3. Provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
4. Upon consent of applicants, ERB Service Centre may use the personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to applicants marketing information in relation to training courses, services, activities and facilities of ERB Service Centre and ERB through emails, SMS, mails and telephone calls, etc. The personal data so collected may be transferred to ERB and companies commissioned by the ERB for the purposes stated above. If applicants do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by contacting ERB Service Centre.
5. Applicants or their authorised representatives have the right to request access to and/or obtain a copy of the personal data should the record be inaccurate. ERB Service Centre may collect a fee from applicants requesting for a copy of their personal data. Applicants may send their requests for access to and/or correction of personal data by writing to ERB Service Centre at Unit 301, 3/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T., or by fax to 3549 8030 or by email to tswsc@ntarc.org.hk or call by phone at 3919 6100.