



NOTIFICATION FOR EMPLOYING CHILD EXTRAS

(For cases with permission granted only)

1. Name of establishment :		
2. Address :		
3. Tel. :	Fax :	Email :

Particulars of Employment

1. Name of programme/performance/production :		
2. Maximum number of child employee(s) required :		
3. Age range of child employee(s) :		
4. Role(s) to be played by the child employee(s) :		
5. Expected period(s) of employment :		
<u>Date(s)</u>	<u>Time</u>	<u>Venue</u>

I hereby notify the Commissioner for Labour of the above employment of child extra(s) and declare that to the best of my knowledge, the information given in this notification is true and correct.

Signature : _____

Name : _____

(in BLOCK letters)

Position : _____

Tel. : _____

Date : _____

Company Chop

Notes: This notification should reach the Commissioner for Labour at least **2 WORKING DAYS before** the commencement of employment.

Personal Information Collection Statement

Purposes of collection and Usage of Personal Data

1. Your personal data provided to the Labour Inspection Division (LID) of the Labour Department will be used for one or more of the following purposes:

- (i) To enforce the Employment Ordinance (Cap. 57), the Employment of Children Regulations (Cap. 57B), the Employment of Young Persons (Industry) Regulations (Cap. 57C), the Minimum Wage Ordinance (Cap. 608), Part IV of the Employees' Compensation Ordinance (Cap. 282), Part IVB of the Immigration Ordinance (Cap. 115), and other legislation administered by the Labour Department.
- (ii) To protect employees' rights under the above legislation and labour importation schemes.
- (iii) To conduct investigation into complaints and recommend prosecution of offences committed under the above legislation.
- (iv) To compile statistics and conduct research.
- (v) To serve any other purposes as may be required or permitted by law.

2. Unless otherwise required by law, the provision of personal data is voluntary. However, the Labour Department may not be able to carry out the functions mentioned in paragraph 1 if you do not provide sufficient information.

Classes of Transferees

3. For the purposes mentioned above, your personal data provided to LID may be transferred to other divisions of the Labour Department (e.g. the Prosecutions Division, Employees' Compensation Division, Supplementary Labour Division, Wage Security Division, Employment Claims Investigation Division, etc.). They may also be transferred to other government departments / bureaux / organizations (e.g. the Department of Justice, Immigration Department, Hong Kong Police Force, Independent Commission Against Corruption, etc.).

Access to Personal Data

4. You have a right to access and correct your personal data under the Personal Data (Privacy) Ordinance (Cap. 486). For any enquiries concerning your personal data provided to LID, including access to and correction of personal data, please contact the concerned LID office.