



EMPLOYMENT RECORD OF A CHILD ENTERTAINER

Name of establishment :	
Name of programme :	

PARTICULARS OF CHILD EMPLOYEE

Name :	(English)			
	(Chinese)			
Residential address :				
Date of birth (Day/Month/Year) :			Sex :	
I/D Card no. / Birth Certificate no. / Travel Document no.* :				
Name and address of school :				
Class attended :				
School Attendance Certificate no. : (if appropriate)				
Evidence of completion of Form III : (if appropriate)				
Normal school hours :		(Monday to Friday)	(Saturday)	

* Delete whichever is inappropriate

Role of child employee	Date of employment	Period of employment	Place of employment
Contract artiste / Extra *			

* Delete whichever is inappropriate

Notes :

1. One employment record should be kept for each child entertainer on a programme basis.
2. For contract artistes, this employment record together with the written parental consent (CEF-5) and a valid school attendance certificate/evidence of completion of Form III should be maintained and made available for inspection upon demand by an officer of the Labour Department.
3. For extras, this employment record together with the written parental consent (CEF-5) should be maintained and made available for inspection upon demand of an officer of the Labour Department during the employment period, and be sent to the Labour Department within 14 days from the last day of employment.

Signature : _____

Name of responsible person : _____
(in block letters)

Position : _____

Date : _____

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.