

Request Form for Health Education Printed Materials  
Central Health Education Unit, Department of Health  
衛生署中央健康教育組索取健康印刷教材表格

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Please tick 「」 in the appropriate box to indicate your choice of location for collection of printed materials and return the completed form by post or fax to one of the following health education centres :-

「」以選擇領取印刷教材的地點，並將填妥的表格以郵寄或傳真方式交回下列其中一個健康教育中心 :-

<u>Centres</u> 中心	<u>Address</u> 地址	<u>Enquiry No.</u> 查詢電話	<u>Fax No.</u> 傳真號碼
<input type="checkbox"/> CHEU - Wanchai Office 中央健康教育組 - 灣仔辦事處	7/F, Southorn Centre, 130 Hennessy Road, Wanchai, H.K. 香港灣仔軒尼詩道130號 修頓中心7樓	2572 1476	2591 6127
<input type="checkbox"/> CHEU - Tsuen Wan Office 中央健康教育組 - 荃灣辦事處	13/F, Tsuen Wan Government Office, 38 Sai Lau Kok Road, Tsuen Wan, N.T. 新界荃灣西樓角路38號 荃灣政府合署13樓	2417 6505	2498 3520

We will inform you of the date of collection upon receipt of your request form.  
我們收到你的索取表格後，會通知你到取日期。

Requesting Party 索取人

Name 姓名 \_\_\_\_\_

Fax. 傳真 \_\_\_\_\_

\*Organisation 所屬機構 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_

Contact No. 電話 \_\_\_\_\_

Date 日期 \_\_\_\_\_

\*Fill in when appropriate 適用時填寫

Note : The information contained in this form will only be used for processing the request for printed materials. The Department of Health reserves the right to decide on the quantity of materials provided.

註：本表格內的資料只會用作處理索取印刷教材申請。衛生署保留決定所提供教材數量的權利。

Code No. 編號	Material Title 教材標題	Type 類別	Quantity 數量
PSHP 015B	Understand Mixed Anxiety and Depressive Disorder Together 一同認識混合焦慮抑鬱症	Pamphlet 單張	
PSHP 015BP	Understand Mixed Anxiety and Depressive Disorder Together 一同認識混合焦慮抑鬱症	Poster (A2 size) 海報 (A2 size)	
PSHP 016B	Understand Dementia Together 一同認識認知障礙症	Pamphlet 單張	
PSHP 016BP	Understand Dementia Together 一同認識認知障礙症	Poster (A2 size) 海報 (A2 size)	
PSHP 017B	Understand Depression Together 一同認識抑鬱症	Pamphlet 單張	
PSHP 017BP	Understand Depression Together 一同認識抑鬱症	Poster (A2 size) 海報 (A2 size)	
<u>Smoking / Alcohol / Substance Abuse / 煙、酒、及藥物濫用</u>			
SAS/ALCP 001C	揭穿飲酒禍害 - 小學生篇/小學生家長篇	小冊子	
SAS/ALCP 001E	Uncovering Hidden Harms of Alcohol - For Primary Students/ For Parents of Primary Students	Booklet	
SAS/ALCP 002C	揭穿飲酒禍害 - 中學生篇/中學生家長篇	小冊子	
SAS/ALCP 002E	Uncovering Hidden Harms of Alcohol - For Secondary Students/ For Parents of Secondary Students	Booklet	
SAS/ALCP 003C	揭穿飲酒禍害 - 青年篇	小冊子	
SAS/ALCP 003E	Uncovering Hidden Harms of Alcohol - For Young People	Booklet	
SAS/ALCP 005C	非「酒」不可？要識得揀！	小冊子	
SAS/ALCP 005E	DRINK or NOT DRINK ? Be Informed if you Drink!	Booklet	
SAS/ALCP 006E	A Guide for Use in Primary Care : Alcohol Screening and Brief Intervention (For Healthcare Professionals)	Booklet	
SAS/ALCP 007E	Summary Guide for Alcohol Screening and Brief Intervention (For Healthcare Professionals)	Fact Sheet	
SAS/ALCP 008C	飲酒與健康篩查問卷 (AUDIT檢測)	問卷	
SAS/ALCP 008E	Alcohol and Health Questionnaire (AUDIT)	Questionnaire	
<u>Communicable Diseases / 傳染病</u>			
CDSP 035B	Japanese Encephalitis 日本腦炎	Pamphlet 單張	
CDSP 036BP	To prevent Viral Gastroenteritis, observe good personal and food hygiene (A2 size) 預防病毒性腸胃炎，要注意個人及食物衛生	Poster (A2 size) 海報 (A2 size)	
CDSP 053B	Seasonal Influenza 季節性流行性感冒	Pamphlet 單張	
CDSP 054B	Norovirus Infection 諾如病毒感染	Pamphlet 單張	

Date of Collection 到取日期

\_\_\_\_\_

Officer's Signature (Liaison) 職員簽署 (聯絡)

\_\_\_\_\_

Date 日期

\_\_\_\_\_

Officer's Signature (Collection) 職員簽署 (取貨)

\_\_\_\_\_

Date 日期

\_\_\_\_\_

Name 姓名

\_\_\_\_\_

\*Organisation 所屬機構

\_\_\_\_\_

Signature 簽署

\_\_\_\_\_

Date 日期

\_\_\_\_\_

\* Fill in when appropriate  
適用時填寫

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## Notice of Collection of Personal Data 收集個人資料公告

### 1. Purpose of Collection 收集資料的目的

- i. The personal data provided will be used by the Department of Health ( "DH" ) for processing your application.

衛生署會使用收集所得的個人資料處理你的申請。

- ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.

收集所得的個人資料，其保留時間不會超過貫徹上述目的所需的時間。

- iii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

提供個人資料，純屬自願。如你未能提供足夠資料，我們可能無法處理你要求提供的服務。

### 2. Classes of Transferees 資料承轉人類別

The personal data provided are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in Section 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

你所提供的個人資料，主要供本署內部使用，但如有需要，也可能為本文第1部分所述目的，向其他政府決策局／部門或有關各方披露。此外，只有在你同意作出該項披露或該項披露是《個人資料〔私隱〕條例》所允許的情況下，本署才會向有關方面披露有關資料。

### 3. Access to Personal Data 查閱個人資料

You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

根據《個人資料〔私隱〕條例》第18及第22條，以及附表1第6原則的規定，你有權查閱和改正你的個人資料。你的查閱權包括有權索取你在本文第1部分所述情況下所提供個人資料的複本一份。為依從查閱資料要求，可能會徵收費用。

### 4. Enquiries 查詢

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer (Health Promotion), Central Health Education Unit, Department of Health, 7/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel No: 2835 1821).

有關所提供個人資料的查詢〔包括查閱和改正資料〕，應送交：香港灣仔軒尼詩道130號修頓中心7字樓衛生署中央健康教育組高級行政主任〔健康促進〕(電話：2835 1821)。