

Central Health Education Unit, Department of Health  
 Form for the Loaning Out of Health Education Materials  
 衛生署中央健康教育組  
 健康教育教材借用表格

Loan Period 借用期間	Title of Material 名稱	Game Booth 遊戲展板
-	「年少無酒」攤位遊戲展板及拍攝道具一套 A full set of “ Young and Alcohol Free” Game Booth and Photo Taking Props	✓
-		
-		
-		
-		
-		

Borrower/Organisation  
借用人/機構： \_\_\_\_\_

Contact Person  
借用負責人： \_\_\_\_\_

Address  
住宅/機構地址： \_\_\_\_\_

Material(s) Received By  
收件人姓名： \_\_\_\_\_

Date  
日期： \_\_\_\_\_

Organisation Chop  
機構印鑑： \_\_\_\_\_

Post  
職位： \_\_\_\_\_

Phone No.  
電話： \_\_\_\_\_

Fax  
傳真號碼： \_\_\_\_\_

Signature  
收件人簽署： \_\_\_\_\_

Number of Event Participants  
活動參與人數： \_\_\_\_\_

<i>For Official Use</i> 職員專用	<i>Staff Signature</i> 職員簽署	<i>Date</i> 日期
<i>Booking</i> 預約		
<i>Issue</i> 發件		
<i>Receive</i> 還件		
<i>Remarks</i> 備註		

Please tick 「√」 in the appropriate box to indicate your choice of location for collection of health education materials.

請在適當空格內加上「√」以選擇領取健康教育教材的地點。

<u>Centre</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"/> Wanchai Office 灣仔辦事處	7/F, Southorn Centre, 130, Hennessy Road, Wanchai, H.K. 香港灣仔軒尼詩 130 號修頓中心 7 樓	2572 1476	2591 6127

**Notes to Borrower 借用須知**

1. *All loaned out materials can only be used for non-profit making purposes.*  
借用之教材只可用作非牟利用途。
2. *No duplication of materials is allowed unless authorized by the Department of Health.*  
借用人/機構不得未經衛生署許可而複製有關教材。
3. *The borrower shall be liable for any damage or loss of materials and shall bear all costs and expenses incurred therein.*  
借用人/機構須承擔因弄損或弄失教材的所有責任及支付一切有關費用。
4. *All items should be returned intact on time unless special arrangement has been made beforehand.*  
除經特別安排外，借用人/機構須依時交還原好無缺的教材。
5. *Repeated damage to materials may result in a loss of the eligibility for future borrowing.*  
經常弄損教材者可能會被取消日後借用教材的資格。
6. *For suggestions and comments on our loan out service, you are welcome to contact our centres.*  
借用人/機構如對借用教材服務上有任何建議，可與中心負責人聯絡。

## 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 you provide 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 in 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)。