

路德會包美達社區中心 《收集個人資料(致資料當事人)通知》

1. 收集資料的目的

你所提供的個人資料，將會被本單位作為申請本單位服務之用。提供個人資料予本單位，純屬自願。如你未能提供足夠之個人資料，本單位將不能處理有關服務之申請或提供。請確保你所提供之資料為準確及通知本單位有關任何資料改動。

2. 轉移資料與受讓人的類別

你所提供的個人資料，會供本單位在工作上有需要知道該等資料的職員使用。此外，本單位職員在需要時亦只會向下列有關方面披露該等資料：

- A. 其他團體包括政府部門、非政府機構（包括醫院管理局）、公用事業機構等。而該團體均可能涉及評估你的服務申請事宜或提供服務給你。
- B. 你曾同意向其披露資料的有關方面；或
- C. 由法律授權或法律規定須向其披露資料的有關方面。
- D. 本單位可能會把你的資料用作促銷，而本單位為該用途必須獲得你的同意(包括表示不反對)，如反對本單位使用你的個人資料作促銷用途，請向本單位職員索取「使用肖像通知(M01/SQS14/A05)」，填妥後交回本單位。

3. 查閱改正個人資料

除了《個人資料（私隱）條例》規定的豁免範圍之外，你有權就本單位備存有關你的個人資料提出查閱及改正要求，但已達成使用的目的後而刪除的個人資料除外。你的查閱權利包括在繳付所需費用後，取得你個人資料的複本一份。查閱及改正要求應填寫申請表格，你可到本單位二樓詢問處索取有關之申請表格。

4. 查詢

請確保你所提供的資料正確無誤。如你對所提交的服務申請有任何查詢，請聯絡向你收集資料的單位。

5. 你可向下列人士提出查閱本單位收集的個人資料的要求，以及在查閱個人資料後改正所得資料的要求：

職位名稱：路德會包美達社區中心單位主任

地址：九龍何文田忠孝街八十九號二樓

電話：二一九九九三八三

Martha Boss Lutheran Community Centre

《Notice of collection of Personal Information (Data subject)》

1. Purposes of Collection

The personal data supplied by you will be used by Martha Boss Lutheran Community Centre (Collectively “MBLCC” or “our unit”) to provide appropriate service. The provision of personal data to our unit is voluntary. If you do not provide sufficient personal data, we may not be able to handle your application or provide you with the service requested. Please ensure the accuracy of the personal data you provided and inform us for any change of the information.

2. Classes of Transferees

The personal data you provide will be made available to staff of our unit on a need-to-know basis. Apart from this, the personal data may be disclosed to such relevant parties or in such circumstances as set out below:

- A. Relevant parties such as government bureau/departments and NGO(including Hospital Authority), Public Utilities, etc. if they are involved in the assessment and/or follow-up of your application or provision of service.
- B. Where you have given consent to such disclosure OR
- C. Where such disclosure is authorized or required by law
- D. Our unit may use the personal data you provide for direct marketing under your consent (including indication of no objection). Please sign back the form “**Notice: Use of portrait (M01/SQS14/A05(e))**” to us.

3. Access to and Correction of Personal Data

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by our unit. However, it will not include the personal data deleted after the achievement of the purpose. To do so, Please fill in the form “Application for Access to Information”, which can be obtained from the reception of our unit at 2/F, and sign back to us. You are entitled to get a copy of personal data after the necessary payment made.

4. Enquiry

Please ensure that the data you provide to our unit are accurate. If you have enquiries concerning your application or if there are changes in the data you provide to our unit, please contact us.

5. Requests for access to the personal data collected by the MBLCC or correction of the personal data kept by MBLCC should be addressed to:

Post title: Centre In Charge, Martha Boss Lutheran Community Centre
Address: 2/F., 89 Chung Hau Street, Homantin, Kowloon, Hong Kong
Tel: 219999383