

致：會員聯繫及服務組  
傳真：2864 2910  
電郵：mls@hkcss.org.hk

To：Membership Liaison & Service  
Fax：2864 2910  
Email：mls@hkcss.org.hk

香港社會服務聯會  
THE HONG KONG COUNCIL OF SOCIAL SERVICE  
機構會員正式代表資料更改表

Form for information update for Change of Official Representative of Agency Member

#機構名稱(中文)：\_\_\_\_\_

#Name of Agency (in English)：\_\_\_\_\_

**只需填寫更正的項目 Please fill in amended item(s) only**

機構地址 (中文)：\_\_\_\_\_

Agency Address (Eng)：\_\_\_\_\_

電話/Telephone：\_\_\_\_\_ 網頁/Website：\_\_\_\_\_

傳真/Fax：\_\_\_\_\_ 電郵/E-mail：\_\_\_\_\_

**機構代表(1) / Official Representative (1)**

(中文或英文)

離任機構正式代表姓名 Name of Outgoing Official Representative：(Chinese/English) \_\_\_\_\_

新任機構正式代表姓名(\*先生/女士/小姐/博士/教授/其他\_\_\_\_\_)：(中文) \_\_\_\_\_

Name of New Official Representative (\*Mr/Ms /Dr/Prof/Others\_\_\_\_\_)：(ENG) \_\_\_\_\_

職位：\_\_\_\_\_ Title：\_\_\_\_\_

機構正式代表中文通訊地址(如與機構地址不同)：\_\_\_\_\_

Official Representative's Correspondence Address in English (if differs from agency address)：\_\_\_\_\_

電話/Tel：\_\_\_\_\_ 傳真/Fax：\_\_\_\_\_ 電郵/E-mail：\_\_\_\_\_

**機構代表(2) / Official Representative (2)**

(中文或英文)

離任機構正式代表姓名 Name of Outgoing Official Representative：(Chinese/English) \_\_\_\_\_

新任機構正式代表姓名(\*先生/女士/小姐/博士/教授/其他\_\_\_\_\_)：(中文) \_\_\_\_\_

Name of New Official Representative (\*Mr/Ms /Dr/Prof/Others\_\_\_\_\_)：(ENG) \_\_\_\_\_

職位：\_\_\_\_\_ Title：\_\_\_\_\_

機構正式代表中文通訊地址(如與機構地址不同)：\_\_\_\_\_

Official Representative's Correspondence Address in English (if differs from agency address)：\_\_\_\_\_

電話/Tel：\_\_\_\_\_ 傳真/Fax：\_\_\_\_\_ 電郵/E-mail：\_\_\_\_\_

# 必須填寫 Information must be provided

\* 請刪去不適用項目 Delete whichever is inapplicable

生效日期 Effective Date:  即日 Now  由 From (dd/mm/yyyy): \_\_\_\_\_

請在適當位置  Please

請閱讀本表格背頁的說明，並簽署確認。

**Please read the notes overleaf and sign for confirmation.**

機構正式代表簽署

Signature of Official Representative：\_\_\_\_\_

姓名 Name：\_\_\_\_\_

日期 Date：\_\_\_\_\_

機構蓋印 / Agency Chop

請注意有關機構名稱、目標、宗旨、法定地位、豁免繳稅慈善團體地位或非牟利性質等資料的更改，本表格並不適用。如需協助，請致電 2864 2985 與會員聯繫及服務組聯絡。

Please note this Form shall not be used for amendment to organization's name, objects, missions, status of legal identity, nature of non-profit-making or status of tax-exempted charity, etc. For assistance, please contact Membership Liaison and Service at 2864 2985.

## 個人資料使用聲明

香港社會服務聯會(下稱「本會」)盡力遵守及執行《個人資料(私隱)條例》中所列載的規定，確保儲存的個人私隱及個人資料處理得到充份保護，準確無誤及妥善儲存。為確保你能充分了解向本會提供個人資料的準則，請細閱本指引。

### 收集資料目的及使用準則

1. 貴機構委派的機構代表及相關服務聯絡人是代表機構與本會進行聯繫及溝通的橋樑，以及將本會的資訊發放給機構內相關的人員。在一般情況下，本會與會員的書面通訊皆以電郵方式進行，本會向機構代表及相關服務聯絡人已發出的訊息，均以視為已經送達貴機構。
2. 本會將依照在收集資料時所說明之目的去使用貴機構提供的個人資料。
3. 向本會提供個人資料純屬自願，如貴機構未能提供足夠個人資料，本會可能無法有效處理貴機構的申請或提供有關服務；
4. 本會可能使用貴機構提供的機構代表及相關服務聯絡人的個人資料(包括姓名、職位、電話、傳真、電郵、郵寄地址、所屬機構名稱)，以便本會與貴機構通訊、處理申請及報名、發行收據、研究分析、籌款、收集意見、活動及課程的邀請與推廣用途，以及與本會會務相關用途。
5. 貴機構提供的機構代表的個人資料(包括姓名、職位及所屬機構名稱)將載於本會的會員名冊(包括印刷版、網上版及或其他發佈形式)以供本會職員、本會會員及公眾人士查閱；於本會各級委員會的選舉期間，會員名冊將提供予本會會員用以作為提名及投票時的參考。

### 查閱及更新個人資料及申請停止使用個人資料作推廣之用途

除了《個人資料(私隱)條例》規定的豁免範圍外，貴機構有權就本會備存有關貴機構代表及相關服務聯絡人的個人資料作出查閱、更改及提出停止使用有關的個人資料作推廣用途的要求，但已達成使用目的後而刪除的個人資料除外。

## Statement on Use of Personal Data

The Hong Kong Council of Social Service ("Council") undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

### Purpose of Collection and Guideline for Use of Personal Data

1. The official representative and contact person of service(s) appointed by your agency shall represent your agency to liaise and communicate with the Council, and channel the Council's information to respective staff within your agency. Correspondence between the Council and its Members will normally be conducted through e-mail. Correspondence delivered to an official representative or any appointed contact persons of services shall be deemed successfully communicated to your agency.
2. The Council will use personal data collected from data subject for the purposes for which it was collected.
3. To provide personal data to the Council is on a voluntary basis. If your agency does not provide sufficient personal data required for related purpose(s), the Council may not be able to process your agency's applications or provide services to your agency;
4. The Council may use the personal data of the official representatives and contact persons of services provided by your agency (including name, position, telephone number, fax number, email, mailing address, name of organization) for the purposes of providing your agency with information of the Council, processing of application and enrolment registration, issuing receipt, research, data analysis and statistics, fundraising appeal, feedback collecting, invitation and promotion of activities and training courses, and any purposes related to Council business.
5. The Council may publish the personal data of the official representatives provided by your agency (including name, position and name of organization) in the Membership Register (printed form, web publication and any other means) for viewing by Council staff, Council Members and the general public. During the time of election of the Council's various committees, the Membership Register will be provided to Council Members for reference for nomination and voting.

### Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, your agency is entitled to access and correct the personal data of your official representatives and contact persons of services held by the Council, and request the Council to cease to use the personal data of your official representatives and contact persons of services for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose.