

致：會員聯繫及服務
傳真號碼：2864 2910

To：Membership Liaison & Service
Fax No: 2864 2910

香港社會服務聯會
THE HONG KONG COUNCIL OF SOCIAL SERVICE

永久個人會員資料更正表
Updating Form for Life Member

中文姓名：_____ (*先生/小姐/女士/博士/教授/其他_____)

English Name：(*Mr/Ms/Dr/Prof/Others_____) _____
(Surname) (Given Name)

住址(中文)：_____

Home Address：_____
(English)

電話號碼 傳真號碼
Tel No Fax No：_____

通訊地址：_____
(如與住址不同) (中文)

Correspondence
Address：_____
(if differs from home
address)(English)

手提電話
Mobile Phone：_____

電子郵箱地址
E-mail Address：_____

請閱讀本表格背頁所載的聲明，並簽署確認。

簽署 日期
Signature：_____ Date：_____

- * 請刪去不適用項目
- * Delete whichever is not applicable

香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 14 樓 香港社會服務聯會 會員聯繫及服務組
The Hong Kong Council of Social Service (Sector and Capacity Development - Membership Liaison & Service)
14/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

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. 在一般情況下，本會與閣下書面通訊皆以電郵方式進行，本會向閣下已發出的訊息，均以視為已經送達閣下。
2. 本會將依照在收集資料時所說明之目的去使用閣下的個人資料。
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閣下的申請或提供有關服務；
4. 本會可能使用閣下的個人資料(包括姓名、電話、傳真、電郵、郵寄地址)，以便本會與閣下通訊、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. 閣下的姓名將載於本會的會員名冊(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. Correspondence between the Council and you will normally be conducted through e-mail. Correspondence delivered to you shall be deemed successfully communicated to you.
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 you do not provide sufficient personal data required for related purpose(s), the Council may not be able to process your applications or provide services to you;
4. The Council may use your personal data (name, telephone number, fax number, email, mailing address) for the purposes of providing you 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 your name 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.