

**收集個人資料聲明**  
**Personal Information Collection Statement**

**收集資料的目的**

**Purpose of Collection**

1. 衛生署在處理你根據《條例》提出申請的過程中，向你收集個人資料。你所提供的資料，除用作處理你的申請外，也會由衛生署用作以下用途：

The Department of Health (DH) collects personal data during the course of processing your application made under the Ordinance. The personal data provided will also be used by DH for the following purposes:-

- a. 執行《條例》；  
facilitating the implementation of the Ordinance;
  - b. 根據《條例》第107條設立和備存登記冊供公眾查閱；  
establishing and maintaining a register under section 107 of the Ordinance for public inspection;
  - c. 為執行《條例》而作出不會顯示任何個人資料的統計；及  
preparing statistics for the purpose of implementing the Ordinance without showing any personal data; and
  - d. 方便本署及其他政府決策局／部門與你聯絡。  
facilitating communication among DH, other government bureaux/departments and yourself.
2. 如你未能提供所需的資料，或所填寫的資料未能清楚顯示有關私營醫療機構符合相關申請的資格，衛生署可能無法處理有關申請。

If you fail to provide the required information or the submitted information fails to clearly indicate that the private healthcare facility fulfils the requirements for the application concerned, DH may be unable to process the application.

**接受轉介人的類別**

**Classes of Transferees**

3. 你所提供的個人資料，主要由本署內部使用，但亦可能於有所需要時，按以上第1項所列形式及目的向其他政府決策局／部門或有關人士披露。

The personal data you provided are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties in the form and for the purposes mentioned in item 1 above, if required.

**查閱個人資料**

**Access to Personal Data**

4. 根據《個人資料(私隱)條例》(第486章)第18條及22條以及附表1第6原則所述，你有權查閱及修正個人資料，包括有權取得你於以上第1項所述情況下所提供的個人資料的副本。本署應查閱資料要求而提供資料時，可能會徵收費用。

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 to the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided under item 1. A fee may be imposed for complying with such a data access request.

## 查詢

### Enquires

5. 有關所提供個人資料（包括查閱及/或修正資料）的查詢，應送交：  
Enquiries concerning personal data provided, including the making of a request for access to and/or corrections of the personal data, should be addressed to:

香港太古城太古灣道14號  
4樓402室  
衛生署私營醫療機構規管辦公室  
高級行政主任（私營醫療機構）  
（電話查詢：3107 8451）

Senior Executive Officer (Private Healthcare Facilities)  
Office for Regulation of Private Healthcare Facilities  
Department of Health  
Room 402, 4/F  
14 Taikoo Wan Road  
Taikoo Shing, Hong Kong  
(Enquiry Telephone Number: 3107 8451)

### 提交申請表及一般查詢

### Submission of Application Form and General Enquiries

申請表應提交至：

**Application form should be submitted to:**

香港灣仔愛群道32號  
愛群商業大廈6樓  
衛生署私營醫療機構規管辦公室  
牌照科

Licensing Division  
Office for Regulation of Private Healthcare Facilities  
Department of Health  
6/F, Guardian House  
32 Oi Kwan Road  
Wan Chai, Hong Kong

一般查詢，可用以下方式與本辦公室聯絡：

**Application form should be submitted to:**

電話 Tel : 3107 8451  
傳真 Fax : 2126 7515  
電郵 eMail : [orphf@dh.gov.hk](mailto:orphf@dh.gov.hk)  
網址 Website : [www.orphf.gov.hk](http://www.orphf.gov.hk)