

申請人須知：

- (1) 請填妥申請表格，並以郵寄方式交回以下地址：
香港
灣仔
軒尼詩道139號
中國海外大廈8樓A-D室
衛生署中央器官捐贈登記名冊管理主任
- (2) 本署完成你的申請後，將按你提供的電郵地址或通訊地址發出書面通知。如你在遞交此表格後十四天內仍未收到本署的通知，請致電2961 8441 / 傳真至2127 4926或電郵至codr@dh.gov.hk向本署名冊辦事處查詢。
- (3) 收集個人資料聲明
收集資料目的
 - a. 申請表格內所提供的個人資料，會供本署作下列用途：
 - (i) 處理你的申請和核實你的身分資料；及
 - (ii) 進行相關資料整理。就有關申請所提供的個人資料純屬自願。若你未能提供足夠資料，本署可能無法辦理你的申請。

接受轉介人的類別

- b. 你所提供的個人資料，在有需要的情況下，可能會向其他政府決策局 / 部門或相關機構披露，作上述第a段所述用途。除此以外，資料只會在你同意作出該種披露或作該種披露是《個人資料（私隱）條例》（《條例》）所允許的情況下才向有關方面披露。

查閱個人資料

- c. 根據《條例》第18及22條和附表1第6原則所述，你有權要求查閱和修正個人資料，包括索取你在上述第a段所述的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個人資料的副本時會收取行政費用。
- d. 如本署未能完成辦理你的申請，或當我們已取消你在名冊的登記後，相關的紙本表格（文件正本）將會被銷毀。紙本申請表格銷毀後，本署可能無法按上述第c段所述方式應查閱資料要求而提供資料。

個人資料保障措施及保存

- e. 本署會根據《條例》之規定，及根據個人資料的性質，採取一切合理地切實可行的方法，確保所有個人資料準確無誤、安全和保密地保存以防止未經授權或意外的接達、處理、刪除或其他使用，並會遵照有關規定處理有關更正及查閱資料的事宜。

查詢

- f. 如就本申請表格所收集的個人資料有任何查詢，包括要求查閱或修正有關資料，可向本署名冊管理主任提出。
地址：香港灣仔軒尼詩道139號
中國海外大廈8樓A-D室
電話：2961 8441
傳真：2127 4926
電郵：codr@dh.gov.hk

Notes for Applicants:

- (1) Please complete the application form and return it to the following address by post:
Centralised Organ Donation Register System Administrator
Department of Health
Units A-D, 8/F, China Overseas Building
139 Hennessy Road
Wan Chai
Hong Kong
- (2) After processing your application, the DH will send a notification to the email address or correspondence address that you provided. If you do not receive the notification within 14 days after submission of your application, please contact the CODR Office of the DH by phone on 2961 8441 / fax on 2127 4926 or by email at codr@dh.gov.hk for enquiry.
- (3) Personal Information Collection Statement
Purpose of Collection
 - a. The personal data provided in the application form will be used by the DH for the following purposes:
 - (i) processing your application and verifying your identity information; and
 - (ii) performing relevant data management.The provision of personal data in the process of the application is a voluntary act. If you fail to provide sufficient information, we may not be able to process your application.**Classes of Transferees**
 - b. The personal data you provide may be disclosed to other Government bureaux / departments or relevant parties for the purposes in paragraph a, 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 (the Ordinance) ("the PDPO").**Access to Personal Data**
 - c. You have a 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 PDPO. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasion as mentioned in paragraph 1 above. An administrative fee will be charged by the DH for complying with the data access request by providing a copy of your personal data.
 - d. If the DH cannot complete the processing of your application, or after we have withdrawn your registration from the CODR, the corresponding paper form (original document) will be destroyed. If the paper application forms have been destroyed, the DH may not be able to comply with data access requests in the manner mentioned in paragraph c above.**Protection Measures and Retention of Personal Data**
 - e. The DH will, in accordance with the PDPO and according to the nature of the personal data collected, adopt all reasonably practicable measures to ensure that all personal data are correct, kept securely and confidentially and protected against unauthorised or accidental access, processing, erasure or other use, and will follow the relevant provisions in making corrections and giving access to data.**Enquiries**
 - f. Enquiries concerning the personal data collected by means of this application form, including requests for access and corrections, should be addressed to the CODR System Administrator of the DH.
Address：Units A-D, 8/F, China Overseas Building
139 Hennessy Road, Wan Chai, Hong Kong
Telephone: 2961 8441
Fax：2127 4926
E-mail：codr@dh.gov.hk