

Radiation Board

COLLECTION OF PERSONAL DATA

INTRODUCTION

1. This document briefly describes your rights and the means to request access to and correction of your personal data held by the Radiation Board.

PURPOSE

2. The Radiation Board uses the personal data provided by the clients for the processing of licences and permits prescribed by the Radiation Ordinance, Cap 303 (the Ordinance) and other related activities. The provision of personal data is obligatory under the Ordinance. The personal data provided will be used by us for the below listed purposes. If the necessary information are lacking, we may not be able to provide the required services.

- (a) Proof of eligibility;
- (b) Processing of applications/permits;
- (c) Assessment of fitness for employment in radiation work;
- (d) Compilation of statistics and processing complaints or enquiries;
- (e) Preparation of general demand note;
- (f) Collection of licence fees or service charges;
- (g) Enforcement of the regulatory requirements of the Ordinance; and
- (h) Information on licences, including licence number, name of licensee, purpose of the licence and address of licensed premises, will be made available on the Electronic Radiation Licensing and Services website (<http://www.erls.gov.hk>) for public verification of the validity of a licence

HANDLING OF PERSONAL DATA

3. The personal data you provide are mainly used by us for the above purposes but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 2 above, if required. Besides, 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.

ACCESS TO PERSONAL DATA

4. In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application.

ENQUIRIES

5. Enquiries concerning the personal data provided, including the access and corrections, should be addressed to:

Executive Officer (RHD) / Senior Clerical Officer (RHD)
Radiation Board Licensing Office
3/F Sai Wan Ho Health Centre,
28 Tai Hong Street, Hong Kong
Fax: 2834 1224
e-mail Address: enquiry@erls.gov.hk

輻射管理局

個人資料收集用途聲明

引言

1. 本文件告訴你有關查閱及修改你存記於輻射管理局的個人資料及其辦法。

收集個人資料的目的

2. 輻射管理局收集個人資料，是為處理《輻射條例（第 303 章）》下提出的牌照或許可證申請及進行其他有關工作。根據輻射條例，提供個人資料是強制的。我們收集的個人資料有以下用途，如果所需的資料不完備，我們可能無法為你提供有關的服務：
 - (a). 核實資格;
 - (b). 處理牌照/許可證的申請;
 - (c). 評定是否適合擔任輻射工作;
 - (d). 收集統計資料及處理投訴及查詢;
 - (e). 處理一般繳款單;
 - (f). 收取牌照和相關服務費用; 以及
 - (g). 執行輻射條例第 303 章的法例要求
 - (h). 牌照資料，包括 牌照號碼、持牌人的名稱、牌照用途及持牌處所的地址，將在電子輻射牌照及服務網站(<http://www.erls.gov.hk>)上提供，讓公眾核實牌照的有效性。

處理個人資料

3. 你所提供的個人資料，主要作為上述第 2 段所列出的用途，但亦可能在有需要時就上述第 2 段有關的用途向其他政府部門及有關人士披露。屆時有關披露將會是基於你的個人意願或按照個人資料(私隱)條例所允許的情況下進行。

查閱個人資料

4. 根據個人資料(私隱)條例(香港法例第 486 章)第(18)及(22)條及附表 1 第 6 原則，你有權查閱及更改申請書內所提交的個人資料。

查詢

5. 有關個人資料（包括查閱及更改資料）的查詢，請送交：

輻射管理局牌照事務處
香港西灣河太康街28 號
西灣河健康中心3 樓
行政主任(放射衛生科) / 高級文書主任(放射衛生科)
傳真：2834 1224
電郵地址：enquiry@erls.gov.hk