

# << Tobacco Control Measures in Schools >> Exhibition Boards (Chinese Only)

# **Application Form**

To raise teenagers' awareness about the tobacco control measures in schools as well as the harmful effects of smoking, a set of exhibition boards themed "Tobacco Control Measures in Schools" is prepared by the Tobacco Control Office of the Department of Health. Schools and organizations interested in borrowing the exhibition boards should read the Borrowing Regulations and submit the completed Application Form either by fax at 2575 8944 or by mail to our office at 11/F, AIA Hong Kong Tower, 734-738 King's Road, North Point. For enquiries, please contact us at 2961 8823.

- A. Theme of the exhibition board (7 pieces, 594mm (W) x 840mm (H))
- Introduction to comprehensive tobacco control measures in schools
- Teaching staff as role models
- International trends in tobacco control
- Skills of refusing smoking
- Smoking cessation services

B. Date of borrowing:

	From	(DD/MM/YY) to	·	(	(DD/MM/YY)
C.	Display panel for exhi	bition board:		Required	□Not required
D.	Borrower information				
	Address: Contact Person: Position: Telephone Number:	on with school/compa	I	Fax:	

For official use <b>ONLY</b>	Signature of officers	Date
Approval		
Booking		
Borrow		
Return		
Remarks		

# **Borrowing Regulations**

- 1. Please read the Borrowing Regulations and return the completed application form to Tobacco Control Office by fax or mail.
- 2. Except by special arrangement, the exhibition boards can be borrowed for up to two weeks.
- 3. Upon receiving completed application form, borrower will be contacted for confirmed borrowing period and the date of collecting exhibition boards and display panel. The venue of collection / return materials is 11/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong. Opens on every Thursday, except public holiday
- 4. Borrower should present the original copy of application form when he/she collect for the exhibition boards and display panel.
- 5. The borrowed materials should only be used for non-profit purposes.
- 6. Borrower should bear all responsibilities and charges incurred due to any damages and/or loss of the borrowed materials.
- 7. Borrower is required to return all the borrowed materials on due date with no damage.
- 8. Each organization should only borrow one set of exhibition boards at each time.

### **Sample of Exhibition Boards**





#### Notice of Collection of Personal Data 收集個人資料公告

# 1. Purpose of Collection 收集資料的目的

i. The personal data provided will be used by the Department of Health ("DH") for processing your application.

衞生署會使用收集所得的個人資料處理你的申請。

ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.

收集所得的個人資料,其保留時間不會超過貫徹上述目的所需的時間。

iii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

提供個人資料,純屬自願。如你未能提供足夠資料,我們可能無法處理你要求提供的服務。

### 2. Classes of Transferees 資料承轉人類別

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

你所提供的個人資料,主要供本署內部使用,但如有需要,也可能為本文第1部分所述目的,向其他政府決策局/部門或有關各方披露。此外,只有在你同意作出該項披露或該項披露是《個人資料〔私隱〕條例》所允許的情況下,本署才會向有關方面披露有關資料。

#### 3. Access to Personal Data 查閱個人資料

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 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

根據《個人資料〔私隱〕條例》第18及第22條,以及附表1第6原則的規定,你有權查閱和改正你的個人資料。你的查閱權包括有權索取你在本文第1部分所述情況下所提供個人資料的複本一份。為依從查閱資料要求,可能會徵收費用。

## 4. Enquiries 查詢

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer, Tobacco Control Office, Department of Health, 11/F, AIA Hong Kong Tower, 734 – 738 King's Road, North Point, Hong Kong.

有關所提供個人資料的查詢〔包括查閱和改正資料〕,應送交:香港北角英皇道734-738號友邦香港大樓11樓 衞生署控煙辦公室高級行政主任。