

機密 Confidential

童軍領袖、會友委員適用
For Leaders, Lay Members

香港童軍總會
Scout Association of Hong Kong
更改個人資料通知書
Change of Personal Information

表格 FORM R02
(04/2008)

致 To : 行政署 Administration Branch (傳真 Fax : 2302 1001)

請更改下列資料 Please update the following information :

(請在適當空格內劃上「✓」 Please "✓" in the appropriate box(es).)

聯絡方法 Contact Information

通訊地址 Correspondence Address	
<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories <input type="checkbox"/> 其他區域/國家 (請註明) Other Region / Country (please specify _____)	
住址 (如與上址不同) Residential Address (if different from above)	
<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories <input type="checkbox"/> 其他區域/國家 (請註明) Other Region / Country (please specify _____)	
電郵地址 Email Address	傳真號碼 Fax No.
聯絡電話 Contact No.	
辦公室 Office	住宅 Home
手提 Mobile	傳呼機 Pager
配偶英文姓名 (請先寫姓氏) Name of Spouse in English (Surname first)	配偶中文姓名 (如適用) Name of Spouse in Chinese (if applicable)
緊急聯絡電話 (1) Emergency Contact No. (1)	緊急聯絡電話 (2) Emergency Contact No. (2)
近親英文姓名 (請先寫姓氏) Name of Next of Kin in English (Surname first)	近親中文姓名 (如適用) Name of Next of Kin in Chinese (if applicable)
關係 Relationship	
緊急聯絡電話 (1) Emergency Contact No. (1)	緊急聯絡電話 (2) Emergency Contact No. (2)

其他更改資料 Other Changes (如位置不足, 可另紙書寫。If the space provided is insufficient, please give details on separate sheet(s).)

附加補充資料 Supplementary Information

隨表格附上補充資料共_____頁。 Attached please find _____ page(s) of supplementary information.

姓名 Name : _____ 簽署 Signature : _____

職位 Post : _____ 日期 Date : _____

單位 Unit : _____

個人資料的使用 Use of Personal Data

你在本註冊表格內所提供的個人資料, 將由香港童軍總會 (總會) 保存及可作下列用途 The personal data provided in this Registration Form will be retained by the Scout Association of Hong Kong (the Association), and may be used for the following purposes :

- 1) 處理你的會員申請及總會、各委員會或單位的委任事宜 To process your membership application or appointments to the Association's Boards, Committees and Units ;
- 2) 協助總會與你之間的聯絡 To facilitate communication between the Association and yourself ;
- 3) 整理會員資料, 以作分析及統計之用 To collate membership data for analysis and compilation of annual census by the Association ;
- 4) 分析人力資料數據, 妥善安排人力資源之調配 To analyze membership data in order to optimise the utilisation of human resources ;
- 5) 處理你參加童軍訓練班的申請事宜 To process your application for training activities and admission to training programmes ;
- 6) 處理你參加在本港、內地或海外舉辦的活動申請 To process your application for participation in activities in Hong Kong, the Mainland and overseas locations ;
- 7) 其他直接或間接與童軍活動有關之用途 Any other purposes directly or indirectly related to Scouting activities.

香港童軍總會有權核實所有提交資料之真確性。The Association reserves the right to verify all the information submitted.