

香港童軍總會
Scout Association of Hong Kong

查閱個人資料申請表
Own Personal Data Request Form
(適用於資料當事人 Applicable to Data Subject)

- 本會成員查閱其本人個人資料的申請，應由總會各署或各地域職員處理。獲授權使用 SMIS 的義務成員不可以處理查閱申請，應該把此類要求轉介給有關職員。Applications by a member of this Association to access his own personal data must be handled by a staff member of the Headquarter Branches or the Regions. Volunteers who are authorized SMIS users are not authorized to handle such a request, and should refer it to the appropriate staff members.
- 若本會成員要求查閱其個人資料，只須填妥此申請表，交回行政署或所屬署／地域，憑證件核實其身分後即可取得有關資料。If a member wishes to access his own personal data, s/he should complete and return this Form to the Administration Branch or his/her Branch or Region. A copy of his requested personal data will be provided after proper identity authentication.
- 申請表可以親身遞交或以郵遞或電郵形式遞交至總會行政署或所屬署／地域。The application form can be submitted in person, by mail or email to the Administration Branch or his/her Branch or Region.
- 領取方法 Collection :
 - (1) 親身遞交者，通常可於即日領取有關資料；If a member submits the request form in person, s/he should normally be able to collect a copy of the requested data within the same day.
 - (2) 郵遞或電郵形式申請者，總會行政署或所屬署／地域將會在 3 個工作天內通知領取有關資料，並須親身簽收，以便核實身分。If a member submits the request form by mail or email, the Administration Branch or his/her Branch or Region will contact him/her within 3 working days to collect in person, after proper identity authentication.
- 請在適當空格加上“√”號。Please put “√” in the appropriate box(es).

1. 申請人資料 Information of Data Subject

姓名(中) :	職位 Post :
Name (English) :	單位 Unit :
香港身分證號碼 HK Identity Card No :	(只須提供英文字母及其頭 4 個號碼) (Provide the alphabet and its first 4 digits only)
護照／旅行證件號碼 (如沒有香港身分證) Passport/Travel Document No. (for registrant without HKID) :	
電郵地址 Email Address :	聯絡電話 Contact No :

2. 查閱資料之項目 Type of Data Access

<input type="checkbox"/> 基本個人資料 Basic Personal Information	<input type="checkbox"/> 童軍獎勵 Scout Awards	<input type="checkbox"/> 職業、學歷及專業資格 Qualifications and Work Experience
<input type="checkbox"/> 聯絡方法 Contact Information	<input type="checkbox"/> 童軍訓練 Scout Training	<input type="checkbox"/> 公職／其他社會服務 Public Appointments and Community Services
<input type="checkbox"/> 青少年成員紀錄 Youth Membership Record	<input type="checkbox"/> 本會直屬單位之會員紀錄 Membership in Subsidiary Organisations	<input type="checkbox"/> 其他榮譽及獎勵 Other Honours and Awards
<input type="checkbox"/> 童軍服務 Scout Appointments	<input type="checkbox"/> 曾參與之童軍及其他活動 Participation Scout and Other Activities	<input type="checkbox"/> 以上各項資料 All of the above

3. 領取資料 Collection of the Requested Data

<input type="checkbox"/> 親身到總會行政署領取。Collect copy in person at Administration Branch.
<input type="checkbox"/> 親身到所屬或所屬署或地域領取。Collect copy in person at my own Branch or Region. (署或地域 Branch/Region : _____)

簽署 _____ 日期 _____
Signature : _____ Date : _____
*若此申請表未具申請人簽署，本會將要求你在簽收文件時補簽。You are required to sign the form when the applicant's signature is missing。

總會專用 Official Use Only

審核 Verification

已審核申請人之身分。Identification has been verified.

簽署 Signature : _____ 日期 Date : _____
姓名 Name : _____ 職位 Post : _____

簽收 Acknowledge Receipt

簽署 Signature : _____ 日期 Date : _____