



**Programme Online Application Form**

**Programme Code : A-** (Must be completed)

Application for waiving programme fee,  
Please visit our centre to submit the original documents

If you are family membership, please fill in the same form.

<u>Applicant</u>	<u>Membership No.</u>	<u>For non-member</u>			<u>Fee</u>	<u>For Official Use Only</u>
1) Name _____	_____	Hong Kong residents :	Sex :	Age : _____	\$ _____	Identity document verification
2) Name _____	_____	Hong Kong residents :	Sex :	Age : _____	\$ _____	Identity document verification
3) Name _____	_____	Hong Kong residents :	Sex :	Age : _____	\$ _____	Identity document verification

Applicants who need special care : \_\_\_\_\_ Remarks(E.g. health · food allergy) : \_\_\_\_\_

(For non-member) Tel : \_\_\_\_\_

Cheque payable name (For cancelled programme use) : \_\_\_\_\_

- Applicant aged under 14 years old should be signed by parents.
- Applicant aged under 18 years old should be signed by parents when joining the outdoor activities.
- Personal data is for internal use only.
- I understand the “Personal Information Collection Statement” on the next page.
- Photo and video will be taken during the activity. If you disagree, please inform our staff as soon as possible.
- All the applicants cannot be changed.

Signature of applicant / parent : \_\_\_\_\_

Total fee : \$ \_\_\_\_\_

Receipt number : \_\_\_\_\_

Charge date : \_\_\_\_\_

Signature of Staff : \_\_\_\_\_

Form date : \_\_\_\_\_

(Programme Application Form will be kept for 3years)

**Personal Information Collection Statement**

In accordance with the Personal Data (Privacy) Ordinance (“Ordinance”), Choi Wan Rhenish Integrated Children and Youth Services Centre (“The Centre”) has adopted the following policies to ensure compliance with the requirements of the Ordinance in handling personal information. Please read the following message carefully before providing personal data to the Centre.

**Purpose of collection of personal data**

The Centre collects personal data by lawful and fair means, and the provision of personal data to the Centre is on voluntary basis. The personal data collected will be used only for the legal purposes related to the services and activities provided by the Centre. However, if you provide insufficient personal data to the Centre, the Centre may not be able to process your application or provide service to you. Please ensure the information you provided is accurate and inform the Centre of any data amendments.

The Centre may use your personal data for the purposes of future communication, fundraising, invitations for activities or training programs, or feedback collection. If necessary, you may request the Centre to cease our using of your personal data for the purposes stated above.

**Accuracy of personal data**

The Centre will take all reasonably practicable steps to ensure that the personal data collected or retained are accurate.

**Retention of personal data**

The Centre maintains and executes retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used.

**Security of personal data**

The Centre will take all reasonably practicable steps to ensure that personal data are protected against loss, unauthorized access, use or disclosure.

**Access of personal data**

The personal data you provided are mainly for use within the Centre but the information may also be disclosed by the Centre to other organizations, and third parties for the purposes of services assessments and applications you needed.

**Access to and correction of personal data**

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, enquiries concerning the personal data provided, including the request for access and correction, should be addressed to: Duty Officer, 4/F, Choi Wan Estate Community Centre, 38 Choi Fung Path, Choi Wan Estate, KLN. (Tel. 2754 7840)