



Membership Application Form (PGO. 19)

Please tick "✓": Individual (Aged 6 to 24) Family (At least one of the family members aged 6 to 24)

Aged 6-24, please "✓"	For Official use only	Name in Chinese	Name in English	Sex	Date of birth (dd/ mm/ yy)	Family Relationship	For Official use only
	Membership No.						Identity verification
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Residential District:

Choi Wan District (Please tick "✓" as appropriate): Choi Wan Estate/ Choi Fai Estate/ Choi Fung Court/ Scenic View/
 Aria/ Fung Shing Street Disciplined Services Quarters

Wong Tai Sin/ Kwun Tong/ Sai Kung/ Other district (please specify): _____

Tel. ☎ : _____ Whatsapp No. : _____ E-mail: _____

Emergency contact person :

Name : _____ Relationship : _____ Tel. : _____

Nationality: Chinese/ Indian/ Pakistanis/ Others (please specify) _____

On CSSA: Yes/ No Low income Family (e.g.: School Textbook Assistant Full Grant / Half Grant): Yes/ No

Are you the first-time applicant of Children & Youth Centre Membership? : Yes/ No

✳️ Are you willing to use whatsapp to receive information about our center's activities and services? Yes/ No

Declaration of Parents or Legal Guardian
(For the applicants aged under 14)

I consent my child _____ (*applicant aged under 14 years old*) join as member. I am willing to abide by the rules of the centre, and urge my child to comply with Centre regulations. I recognize the personal information collection statement. (Centre regulations and the personal information collection statement are printed on the back of the membership application form)

Signature : _____ Date : _____

Signature of Applicant : _____

Signed by Staff : _____

Date of Application : _____

Date : _____

Types of membership	Annual Fee
Individual (Aged 6 to 24)	\$25
Family (At least one of the family members aged 6 to 24)	\$50

Remarks:
-Membership year runs from April 1 of current year to March 31 of immediate following year.
-Membership fee is charged on an annual basis for members joining between 1 April and 30 September. Membership fee is charged on a half-year basis for members joining between 1 October and 31 March of the next year.
-Those person with individual membership may apply for changing membership into Family membership should be paid \$30 administration fee.
-For the protection of personal privacy, all personal data privacy and confidentiality in accordance with the Privacy Ordinance.
-Photos and videos will be taken during the activities. Please inform the staff in advance if service users disagree with that.

Membership application procedures:

Please complete the "Membership Application Form" and return to the Centre in person or on WhatsApp 9354 5964.

a) In person:
Please bring along the "Membership Application Form", annual membership fee, proof of identity and proof of "Comprehensive Social Security Assistance" or low-income (For the Applicant who apply for membership fee waiver only).

b) On WhatsApp 9354 5964:
Please send the "Membership Application Form", proof of identity and proof of "Comprehensive Social Security Assistance" or low-income (For the Applicant who apply for membership fee waiver only). Annual membership fee payment by FPS/ATM, please visit our website <https://www.cw.ssd.rhenish.org> for details.

Centre Regulations

1. Users should dress properly and sign up on the attendance record sheet.
2. Users should take care of their belongings. All valuables should not be brought into the Centre. The Centre will not be responsible for any loss or damage to any personal belongings in the Centre.
3. Eating or drinking is not allowed in the room except the designated area.
4. Users should follow the instructions on the proper use of the Centre as displayed in the Centre or given verbally by Centre staff.
5. Please be considerate. All the acts of immoral or illegal are prohibited in the Centre. Users who fail to follow the instructions may be asked to leave the Centre.
6. Users should not move any facilities or furniture in the Centre without the Centre's authorization.
7. Users should not damage the materials or other items in the Centre. Users need to compensate for any loss or damage arising from any unauthorized action they did in the Centre.
8. To enter the study room, members have to show their membership card and sign up on the attendance record sheet.
9. Objectionable and obscene materials are prohibited in the Centre.
10. Users are welcomed to borrow books, magazines and audio-visual products. If there is any damage, borrowers have to report immediately to the staff. The overdue fine for books / materials will be \$1 per item per day. A charge will be made for any books / materials lost as equal to the amount that the staff considers as enough to replace the lost materials plus a surcharge of 20% of the above amount.
11. Each of the books can be renewed once only.
12. The staff has the authority to inspect any user's belongings before they leave the Centre if necessary.
13. Membership is subject to renewal on an annual basis on 1 April and members shall apply for renewal by phone, in person or online.

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)