

### 個人資料使用守則

中國香港體適能總會有限公司遵守及執行《個人資料（私隱）條例》中所列載的規定，確保儲存的個人私隱及個人資料準確無誤，而該等資料將得到充份保護及有妥善的儲存方法。為確保你能充分了解本會使用個人資料的準則，請細閱以下條文。

#### 收集資料目的及使用準則

1. 中國香港體適能總會有限公司將依照在收集資料時所說明之目的去使用該等資料。
2. 向本會提供個人資料純屬自願，如你未能提供足夠個人資料，本會可能無法有效處理你的申請或提供有關服務。
3. 本會可能使用你的個人資料（包括你的姓名、電話、傳真、電郵、郵寄地址、所屬機構/公司/學校），以便本會日後與你通訊、處理報名、發行收據、研究/分析/統計、籌款、收集意見、作活動/訓練課程邀請/推廣用途，及與本會相關之項目事宜。
4. 本會將不會以任何形式出售予任何人士或組織。

#### 查閱及更新個人資料及申請停止使用個人資料作推廣之用途

除了《個人資料（私隱）條例》規定的豁免範圍外，你有權就本會備存有關你的個人資料作出查閱、更改及停止使用你的個人資料作推廣用途的要求，但已達成使用目的後而刪除的個人資料除外。

#### 使用個人資料聲明

☐ 本人同意中國香港體適能總會有限公司使用我的個人資料作上述用途。

(請在空格加上“√”號以表示你同意)

姓名(全寫)：\_\_\_\_\_ 電郵：\_\_\_\_\_ 日期：\_\_\_\_\_

如閣下不欲本會使用你的個人資料作上述用途，請填寫以下 [拒收通知書]，提供姓名及日期，以郵寄/傳真/電郵形式交回本會，費用全免。

名稱：中國香港體適能總會  
地址：香港九龍尖沙咀山林道9至11號卓能中心17樓  
電話：(852) 2838 9594  
傳真：(852) 2575 8683  
電郵：[info@hkpfa.org.hk](mailto:info@hkpfa.org.hk)

#### 拒收通知書

☐ 本人不同意中國香港體適能總會有限公司使用我的個人資料作上述用途

(請在空格加上“X”號以表示你反對)

姓名(全寫)：\_\_\_\_\_ 電郵：\_\_\_\_\_ 日期：\_\_\_\_\_

**Guideline for the Use of Personal Data**

Physical Fitness Association of Hong Kong, China Ltd. undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

Purpose of Collection and Guideline for Use of Personal Data

1. Physical Fitness Association of Hong Kong, China Ltd. (HKPFA) will use personal data collected from data subject for the purposes for which it was collected.
2. To provide personal data to PFA is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
3. PFA may use your personal data in future (name, telephone number, fax number, email, mailing addresses, organization/company/school) for the purposes of providing you with information of PFA, handling application, issuing receipt, research, fundraising appeal, feedback collecting, activities invitation/relates promotion as well as PFA feedback collection purposes.
4. PFA will not transfer and sell your personal data to any people and organizations.

Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by HKPFA, and request us to cease to use your personal data for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose.

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**Reply Slip**

- ☐ I agree Physical Fitness Association of Hong Kong, China Ltd. to use my personal data for the purposes as stated above

(Please indicate your objection by putting “√” in the above box)

Full Name : \_\_\_\_\_ Email : \_\_\_\_\_ Date : \_\_\_\_\_

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If you object PFA to use your personal data for the purposes as stated above, please mark on the “Reply Slip” below with your full name and date, returning it by mail/fax/email to us, no charge will be applied.

Name : Physical Fitness Association of Hong Kong, China  
Address : 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon, Hong Kong.  
Tel : (852) 2838 9594  
Fax : (852) 2575 8683  
Email : [info@hkpfa.org.hk](mailto:info@hkpfa.org.hk)

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**Reply Slip**

- ☐ I object Physical Fitness Association of Hong Kong, China Ltd. to use my personal data for the purposes as stated above

(Please indicate your objection by putting “X” in the above box)

Full Name : \_\_\_\_\_ Email : \_\_\_\_\_ Date : \_\_\_\_\_