**香港女童軍總會**



**THE HONG KONG GIRL GUIDES ASSOCIATION**

**女童軍聯誼會會員登記表**

**Trefoil Guild Registration Form**

**請在以下適當位置加 ✓ 號 Please tick as appropriate.**

|  |  |
| --- | --- |
| 會員類別 Member type □ 正式會員 Full Member | □ 附屬會員 Associate Member \* |

|  |  |
| --- | --- |
| 稱謂 Title | □ 小姐/Miss □ 太太/Mrs □ 其他/Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 英文姓名 Name in English | Surname: | Other Names: |
| 中文姓名Name in Chinese | 姓氏 | 名字 | 性別Sex |
| 出生日期Date of Birth | (dd 日 / mm 月) | 香港身份證號碼HKID No (The alphabetic prefix and the first 3 digits should be provided)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | X | X | X | (X) |

 | 職業Occupation |  |
| 年齡Age Group | □ 18-25 | □ 26-35 | □ 36-45  | □ 46-55 | □ 56-65 | □ 66 & above |
| 通訊地址Correspondence Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (單位Unit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (樓層Floor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (座號Block)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (大廈名稱Building)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (門牌號碼及街道名稱Street, Road)香港 IS / 九龍 KLN / 新界 NT (地區 District) |
| 公司電話Office Tel No.  |  | 住宅電話/手提Home or Mobile Tel. No.  |  |
| 常用電子郵件E-mail in use |  | 傳真Fax. No. |  |
| \*如申請成為附屬會員，請填寫現正在女童軍總會擔任的職位是 if you apply for Associate Member, please write down your current position in HKGGA :  |
| 最初宣誓日期︰Year of first enrollment: | 最後所屬隊伍/學校︰Last Unit No. / School: |
| 曾參加組別︰Participation in Guiding: | * 小女童軍 Brownie
 | * 女童軍 Girl Guide
 | * 深資女童軍 Ranger
 |
| * 領袖 Guider
 | * 訓練員 Trainer
 | * 總監 Commissioner
 |
| 本人明白填寫本表格是出於自願和提交的資料正確無訛。I understand that I supply the data by means of this form is voluntary and the information in this application form is true and correct.  |
| Signature簽名 |  | Date日期 |

**重要啟示Important Note：**香港女童軍總會作為資料使用者，必盡力遵守《個人資料（私隱）條例》 ( 條例 ) 中所列載的規定，確保儲存的個人資料準確無誤，及有妥善的儲存方法，並依照在收集資料時所說明的目的使用該等資料。為確保你能充分了解本會個人資料的準則，請細閱《個人資料(私隱)條例》通函 (本文件第3至7頁)。The Hong Kong Girl Guides Association undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate, securely kept and used only for the purpose for which they have been collected. To ensure you are well informed of the personal data as collected, please read “Circular Relating to the Personal Data (Privacy) Ordinance” (page 3-7).

閣下必須將已簽署的香港女童軍總會有關《個人資料(私隱)條例》通函一併交回 (第3至7頁)，以便進行會員登記手續。

Please send this form together with the signed Circular Relating to the Personal Data (Privacy) Ordinance (page 3-7) to Development Office for processing the Membership Registration**.**

|  |
| --- |
| **本會專用 FOR OFFICE USE ONLY** |
| Form received on | Date: | Development Dept |
| Membership Office Input the data | Receive Date: |  |
| Information return to Development Office | Date: |
| Membership Card to Applicant | Date: |

備註 Remarks :

|  |
| --- |
| 1. 會籍詳情 Membership Details:
2. 任何情況下，已繳付之會費，恕不退還，會籍不可轉讓。 Membership fee and title are non-refundable and non-transferable.
 |
| 1. 會費Subscription Fee: HK$100
 |
| 1. 繳付方法Payment Methods:

親身遞交或郵遞 In person or By Post 地址：九龍加士居道8號香港女童軍總會總部一樓Address: 1/F, The Hong Kong Girl Guides Association, 8 Gascoigne Road, Kowloon |
| 1. 會員登記手續Documents required for Membership Application:

請親身或郵寄以下項目辦理入會手續 In person or By Post to submit following required items1. 已填妥之申請表格乙份The completed application form
2. 劃線支票Crossed Cheque (支票抬頭請書:香港女童軍總會 / Payable :THE HONG KONG GIRL GUIDES ASSOCIATION)
3. 會員登記時間約需14個工作天，會員卡會於成功處理後登記後以一般郵遞方式寄出。Membership registration will take 14 working days. The membership card will be sent out by Ordinary Mail
4. 請填寫正確「聯絡地址」及「聯絡電話」以確保實體會員卡能成功郵遞。Please fill in the correct address and contact number to ensure successful delivery of the membership Card.
 |
| 1. 注意事項Notes:
2. 請影印及保留申請表格，以便郵遞有誤或遺失時可與本會檢對Applicants should keep copies of the completed application form with HKGGA office if required.
3. 本會不接受任何郵寄現金Cash by mail is not acceptable.
 |
| 查詢電話Enquires: 2332 5523 內線 EXT 825 / 824傳真Fax: 2782 6466 網址Trefoil Guild Website: <https://hkgga.org.hk/tc/content/trefoil-guild> |

***[For use in relation to persons of 18 years of age and over]***

**THE HONG KONG GIRL GUIDES ASSOCIATION**

 **(the “Association”)**

**CIRCULAR (“CIRCULAR”) RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE (THE “ORDINANCE”)**

1. ***Collection of Personal Data***: From time to time, it is necessary for the Association to collect personal data in connection with its activities from its members, officials, officers and employees (“Data”).

In this circular, the term “Relevant Person” means members, officials, officers and employees.

1. ***Purposes of Collection:***
	1. The purposes for which personal data are divided into **obligatory purposes** and **voluntary purposes**. If Data are to be used for an **obligatory purpose**, **the Relevant Person MUST provide his/her Data to the Association** if he/she wants the Association to admit a person to membership or appoint a person to act in any official capacity or to be employed by the Association. Failure to supply such Data may result in the Association being unable to admit a person to membership, to appoint a person to act in any official capacity or to employ a person.
	2. If personal data are only to be used for a **voluntary purpose, the Relevant Person can tell the Association not to use Data** for that purpose and the Association will not do so.
	3. Purposes for which it is **obligatory** for the Relevant Persons to provide Data are as follows:
		1. the daily operation of the Association;
		2. employment purposes including payroll, mandatory provident fund schemes, promotion, assessment or termination;
		3. membership registration, correspondence with Relevant Persons or other related purposes;
		4. official registration, recording of information relating to qualifications of officials and officers and officers assessments;
		5. providing news to members, officials and officers regarding events and activities organized by the Association through any of its divisions;
		6. providing notices to members of activities, training courses, interest groups, classes, workshops, gatherings, exchange programmes, tours, trips, excursions, meetings, forums, conferences, and campsites and other activities;
		7. providing newsletters, reports, promotional pamphlets, periodicals or other documentation issued by the Association or other organizations or government departments;
		8. providing invitations to attend programmes and activities or join in competitions/nominations which are organized by other organizations or government departments;
		9. purposes directly relating to the purposes listed above.
2. ***Transferring of Data to Other Persons*:** The Association may provide your personal data to any other persons whether or not such persons are members of the Association and/or any other persons who need to use your personal data for operational purposes or any other purposes related to Guiding. These persons include:
	1. staff of Sponsoring Authorities including schools and welfare agencies which sponsor the Association or its activities;
	2. members of different Working Committees and Organizing Committees set up by the Association for the purposes of advising and assisting in the operations of the Association; and
	3. members of Regional Associations or District Associations established to support and take an interest in local units;
	4. in relation to office bearers of the Association, to banks for the purpose of bank account opening in respect of the operation of Guiding units.
3. ***Direct marketing*:** The Association wishes to use the Data for direct marketing in the manner provided in this paragraph – permission to use Data for this purpose is **voluntary** only. The Association must obtain a written consent (which can include an indication of no objection) if it is to use Data for this purpose.

In this connection:

* 1. the name, phone number (mobile or residential), address (office and residential), email address, SMS (Short Message Service), fax number (office and residential) of a Relevant Person held by the Association from time to time may be used by the Association for direct marketing;
	2. the following classes of services, products and subjects may be marketed:
		1. solicitation of donations to the Association;
		2. sale of goods namely souvenirs, uniforms, publications, emblems, handbooks, interest badges, outing goods, flags, CDs, and DVDs.;
		3. participation in paid events other than in respect of guiding activities.

## To indicate consent / no consent to the use / provision of his/her personal data for direct marketing, a Relevant Person is required to fill out an "Opt-out Request – Use/Provision of Personal Data in Direct Marketing" attached to this Notice ("Request Form").

 **If a Relevant Person does not wish the Association to use his/her Data for use in direct marketing as described above, he/she may say so in the Request Form or notify the Association of the same at any other time.**

1. ***Right of Access and Correction***: Under and in accordance with the terms of the Ordinance, any individual has the following rights:
	1. to check whether the Association holds Data about him/her and the right of access to such data;
	2. to require the Association to correct any Data relating to him/her which are inaccurate; and
	3. to ascertain the Association’s policies and practices in relation to Data and

to be informed of the kind of personal data held by the Association.

In accordance with the terms of the Ordinance, the Association has the right to charge a reasonable fee for the processing of any data access or correction request.

## Retention of Personal Data and Related Records

According to the Data Protection Principle 2(2) of the Ordinance, the Association is required to take all practical steps to ensure that personal data is not kept longer than is necessary for the fulfillment of the purpose for which it is to be used.

In order to comply with this requirement, the Association will retain the personal data and related records of a Guide / Guide official / member / volunteer for continued participation in any activities related to our Association. He / She may make a written request to the Association requiring it to delete his/her personal data in accordance with the following schedule:

(amended in April 2025)

* 1. eighteen months after a Guide / Guide Official / member / volunteer has resigned;
	2. once a Guide / Guide Official / member / volunteer has reached the age of 18 years of age and has ceased to participate in activities of the Association for a period of eighteen months.
1. ***Data Protection Officer***: For the purposes of paragraphs 2 and 5 above, the person to whom (i) consents, objections and opt-outs in relation to the use or provision of personal data for direct marketing and (ii) requests for access to data or correction of data or for information regarding policies and practices and kinds of data held, are to be addressed is as follows:

The Data Protection Officer

The Hong Kong Girl Guides Association

8 Gascoigne Road

Kowloon Hong Kong

Telephone : [2332 5523]

Fax : [2428 7787]

E-mail : dpo@hkgga.org.hk

8. Nothing in this Circular shall limit the rights of the Relevant Persons under the Ordinance.

If there is any inconsistency or conflicts between English and Chinese version, the English version will prevail.

April 2025

\*\*\*\*

I have carefully read and I fully understand the terms set out in this Circular and agree with these terms unless otherwise specified above.

Date:

\*Name: (Block Letters)

Unit No.

\*Position / Title in Girl Guides:

\*HKID No. or Passport No.:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **X** | **X** | **X** | **(X** ) |

(The alphabetic prefix and the first 3 digits should be provided)

Passport No.

(The first 4 digits of passport number should be provided)

Signature:

Note: Members should provide the information with \*asterisk.

## Opt-out Request – Use/Provision of Personal Data in Direct Marketing

To: Data Protection Officer

The Hong Kong Girl Guides Association

8 Gascoigne Road

Kowloon Hong Kong

Phone: [2332 5523]

Fax: [2428 7787]

E-mail: dpo@hkgga.org.hk

I acknowledge that I have received, read and understood the Association’s “Circular relating to the Personal Data (Privacy) Ordinance” (the "**Circular**").

I understand that it is not obligatory for me to allow my personal data to be used for direct marketing in the manner provided for in paragraph 4 of the Circular, that I may opt-out now, either generally or selectively, by checking the relevant box or boxes below, and that the Association cannot use or provide my personal data for direct marketing by itself or other parties without receiving my written consent. I agree that the instruction below overrides any choice communicated by me to the Association prior to this request.

[I select 🞎 Section A (General Opt-out)\*\* / 🞎 Section B (Selective Consent)\*\*.] (\**\*please select one section above by checking* ("✓") *the appropriate box*.)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION A. GENERAL OPT-OUT**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

* By checking ("✓") this box, I **do not wish** to have my personal data used for direct marketing purposes as mentioned in paragraph 4 of the Circular and do not want to receive any marketing communications from the Association, or any other persons.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SECTION B. SELECTIVE CONSENT**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Alternatively, I may select the specific personal data and direct marketing purposes that the Association may use for the selected direct marketing purposes. I have indicated my selections by completing the checkboxes below.

1. By checking ("✓") the box(es) below, I give my consent to the Association to use my **personal information specified below** to send me marketing communications:
	* name
	* phone number (mobile or residential)
	* address (office and residential)
	* email address
	* SMS (Short Message Service)
	* fax number (office and residential)
2. By checking ("✓") the box(es) below, I give my consent to the Association to use my personal information specified above to send me marketing communications for the **following marketing purposes**:
	* solicitation of donations to the Association;
	* sale of goods namely souvenirs, uniforms, publications emblems, handbooks, interest badges, outing goods, flags, CDs, and DVDs;
	* participation in paid events other than in respect of guiding activities.

Name: (Block Letters)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **X** | **X** | **X** | **(X )** |

HKID Card No. **or** Passport No.:

(The alphabetic prefix and the first 3 digits should be provided)

Passport No. (The first 4 digits of passport number should be provided)

Unit No. Title/Position in Girl Guides:

Signature: Date:

*Note: For the instruction to be effective, please allow a maximum of [7] business days from the date of receipt of this request.*