

致：勞工處處長 (傳真: 2940 6251 /電郵: ssd-oshtc-accres@labour.gov.hk)

To : The Commissioner for Labour (via fax: 2940 6251 /email: ssd-oshtc-accres@labour.gov.hk)

申請更改認可強制性安全訓練課程 導師 / 訓練場地 / 訓練設備 / 其他事項
Application for Change(s) of Trainer(s) / Training Venue(s) / Training Equipment / Others
on Recognised Mandatory Safety Training Course(s)

認可訓練課程營辦機構的名稱	(中文)
Name of recognised training course provider	(English)
電話 Telephone	
傳真 Fax.	
電郵 Email address	

(請在適當方格內加上「✓」號。Please mark “✓” in the appropriate boxes.)

<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程導師 Trainer(s) for the following course(s):
課程名稱 Course Name :	
導師姓名 Name of Trainer :	(中文) (English)
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程訓練場地 Training venue(s) for the following course(s):
課程名稱 Course Name :	
訓練場地地址 Address of the training venue :	
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程訓練設備 Training equipment for the following course(s):
課程名稱 Course Name :	
訓練設備 Training equipment :	
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*其他，請指明 Others, please specify :

(如空位不足夠，請用附加紙張填寫。 Please use separate sheets in case of insufficient space.)

(*請提供證明文件以辦理申請。Please provide supporting document(s) for the application.)

本人特此聲明本申請表及其補充資料(如有)均屬真實和正確。 I hereby declare that the information provided in and supplementary document(s) attached to (if any) this application form is true and correct.	
(Company chop 公司印鑑)	(申請者簽名 Signature of the applicant)
日期 Date:	(申請者的正楷姓名 Name of the applicant in block letters)

(請注意，此申請表格必須具有申請者其公司蓋印方被接納。Please note that this application will be accepted only if it is stamped with the applicant's company chop.)

申請人及其僱員、代理人及承辦商，就申請事宜或與政府部門進行任何事務來往時，不得向任何政府人員提供《防止賄賂條例》(第201章)所訂明的利益。

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance, Cap. 201 to any government officer in connection with their applications or while having dealings of any kind with government departments.

勞工處職業安全及健康部
收集個人資料之目的

(強制性安全訓練課程)

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 處理有關申請表格、調查及評審申請的事宜；
 - (c) 根據工廠及工業經營條例備存有關認可強制性安全訓練課程的名單，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你的申請等事宜；及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、律師樓....等）透露。

查閱個人資料

3. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：
勞工處職業安全及健康部
職業安全及健康訓練中心
分區職業安全主任（訓練）
新界荃灣眾安街六十八號荃灣千色匯 I 十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

(Mandatory Safety Training Course)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of the applications in this form and subsequent investigations and evaluation of approval conditions;
 - (c) maintenance of a list of recognised mandatory safety training course for public access under the Factories and Industrial Undertakings Ordinance;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:
Divisional Occupational Safety Officer (Training)
Occupational Safety and Health Training Centre
Occupational Safety and Health Branch
Labour Department
13/F., KOLOUR•Tsuen Wan I,
68 Chung On Street, Tsuen Wan