

# 司法機構圖書證持有人更改個人資料申請表

## Change of Personal Data Application Form for Judiciary Library Card Holder

(請用英文正楷填寫 Please complete in BLOCK letters)

☐ 先生 Mr.    ☐ 女士 Ms.    ☐ 太太 Mrs.

中文姓名 Name in Chinese:

英文姓名 Name in English:

(surname)

(other names)

香港身份證號碼 HK Identity Card no:

(      )

圖書證號碼 Library card no.:

**請更新個人資料如下    Please update my personal data as below:**

通訊地址 Correspondence address :

聯絡電話 Contact telephone no.:

職業 Occupation:

公司名稱 Name of firm:

辦公室地址 Office address:

辦公室電話 Office telephone no.:

電子郵箱 Email address:

申請人簽署 Applicant's Signature:

日期

Date:

## **收集個人資料聲明**

### **收集資料目的**

1. 填報於本表格內的個人資料，將用作處理你的新圖書證申請 / 補領圖書證申請 / 更改個人資料申請 / 借取書籍授權、編算有關圖書館的使用統計資料，以及備存一份完整的讀者記錄。
2. 於本表格提供個人資料是純屬自願。如果你沒有提供足夠資料，本館未必能夠處理你的申請。

### **接受資料轉交的部門/人士**

3. 沒有。

### **查閱個人資料**

4. 根據香港法例第 486 章《個人資料(私隱)條例》，你有權要求查閱及更改在申請時提供的個人資料。
5. 如果你要查閱個人資料，便須填妥個人資料私隱專員根據《個人資料(私隱)條例》第 67 條所指明的「查閱資料要求表格」。表格可於 [https://www.judiciary.hk/doc/zh/other\\_information/access/jud39c.pdf](https://www.judiciary.hk/doc/zh/other_information/access/jud39c.pdf) 下載，亦可於司法機構各詢問處索取。
6. 你的查閱權包括在繳交按照庫務署署長所公佈的費用後，索取你所提供的個人資料的副本。

### **查詢**

7. 有關填報於本表格的個人資料查詢，包括需要查閱及更正，請向以下負責人員提出：

香港金鐘道 66 號金鐘道政府合署高座 1 樓  
高等法院圖書館  
圖書館館長(運作及參考)  
查詢電話: 2867 2412

## **Personal Information Collection Statement**

### **Purpose of Collection**

1. The personal data provided in this form will be used for processing your application for a new library card/ a replacement library card/change of personal data/authorization for borrowing books, compiling library usage statistics and maintaining a complete readers' record.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

### **Classes of Transferees**

3. Nil

### **Access to Personal Data**

4. You have a right to request access to and correction of your personal data provided in the application in accordance with the Personal Data (Privacy) Ordinance (Cap.486).
5. You should make your access request by completing the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible at [https://www.judiciary.hk/doc/en/other\\_information/access/jud39e.pdf](https://www.judiciary.hk/doc/en/other_information/access/jud39e.pdf) and available at all enquiry counters of the Judiciary.
6. Your right of access includes the right to obtain a copy of your personal data provided in the application subject to payment as promulgated by the Director of Accounting Services.

### **Enquiries**

7. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Librarian (Operations & Reference)  
High Court Library  
1/F, High Block, Queensway Government Offices  
66 Queensway, Hong Kong  
Enquiry Tel: 2867 2412