

To : Social Security Appeal Board
(via *Social Welfare Department Headquarters/_____ Social Security
Field Unit)

Appeal Application Form

I, _____ (HKIC No. : _____)
(Address : _____ Tel. No.: _____),
wish to apply to the Social Security Appeal Board for an appeal against the decision made by the
Social Welfare Department on a case under SWD reference number _____.

I am not satisfied with the following decision:

(a)

(b)

(c)

I have read the “Personal Information Collection Statement” overleaf and understand its content.

I undertake to inform other members of my household and relevant persons that their personal data have been provided to the Social Security Appeal Board for the purpose of this appeal application.

*Signature/Thumbprint
of Appellant : _____

*Signature/Thumbprint
of Witness : _____

Date : _____

Name of Witness : _____
(name in block letters)

Note : If an appeal is lodged by the executor or administrator of the deceased applicant/
recipient, a copy of the probate or letters of administration granted by the Court should
be attached. Its original should be produced for checking.

* Please delete as appropriate

Personal Information Collection Statement

Please read this notice before you provide any personal data to the Social Security Appeal Board.

Purposes of Collection

1. The personal data supplied by you will be used by the Social Security Appeal Board (SSAB) to provide appropriate service from SSAB which is relevant to your needs, including but not limited to processing appeal applications, handling enquiries/complaints, monitoring and review of services, and for discharging statutory duties. The provision of personal data to SSAB is voluntary. If you do not provide sufficient personal data, we may not be able to provide appropriate service to you including processing your appeal application and/or handling your enquiries/complaints.

Classes of Transferees

2. The personal data you provide will be made available to members of/persons working in SSAB on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below :-

- (a) Other parties such as Medical Assessment Board, non-departmental public bodies and government branches / bureaux / departments if they are involved in the processing of appeal application from or provision of service to you;
- (b) Social Welfare Department upon completion of the appeal case;
- (c) Where such disclosure is authorized or required by law; or
- (d) Where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. Application forms for access to data are available at SSAB.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SSAB are accurate. If you have enquiries concerning the service SSAB providing to you or if there are changes in the data you provide, please contact SSAB.

5. Requests for access to personal data collected by SSAB and correction of data obtained from a data access request should be addressed to –

Post title: Secretary to Social Security Appeal Board
Address: 24/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
Tel. No: 2835 1946