

社會福利署
Social Welfare Department
中央輔助醫療服務課
Central Para-Medical Support Service Unit
*職業治療／物理治療服務轉介書
Referral Form for *OT/ PT Service

Restricted
限閱文件

甲部：(由復康服務中心職員填寫)

Part A : (Completed by staff of rehabilitation service centre)

探訪日期

Date of Visit : _____

復康服務中心名稱 (*社會福利署／非政府機構)

Name of rehabilitation service centre : (*SWD/ NGO) _____

聯絡人 Contact Person : _____ 電話號碼 Tel. No. : _____

姓名(Name)

職位 (Post)

轉介個案 Case referral :

姓名 Client Name

性別／年齡 Sex/ Age

傷殘情況／診斷 Disability/ Diagnosis

轉介原因 Reasons of referral

其他轉介：(如小組訓練，輔助用具，設備或中心環境改裝)

Other referral : (e.g. group training program, aids, equipment or adaptations for centre)

轉介職員已將下頁所載有關社會福利署收集個人資料的安排，通知有關家長／監護人。

Referring staff has notified the parents/ guardians concerned about Social Welfare Department's arrangement of collection of personal data as set out on the following page.

轉介的職員 Referring staff

中心主任 Centre-in-charge

簽署 Signature : _____

簽署 Signature : _____

姓名 Name : _____ (正楷 in block letter)

姓名 Name : _____ (正楷 in block letter)

日期 Date : _____

日期 Date : _____

乙部：預約下次探訪(由中央輔助醫療服務課的治療師填寫)

Part B : (Completed by CPMS therapist)

職業治療師／物理治療師姓名 Name of *OT/ PT : _____

檔案編號 Ref. No. _____

收到轉介書日期 Date of referral received : _____

所作出的安排 Action taken : _____

中央輔助醫療服務課在收到轉介書後的兩星期內，便會安排下次探訪日期。

Appointment for visit will be arranged by CPMS within two weeks upon receipt of referral.

* 刪除不適用的地方 Delete as appropriate.

收集個人資料之前致資料當事人的通知書

向社會福利署提供個人資料之前，請先細閱本通知書。

收集資料的目的

1. 社會福利署（社署）會使用你所提供的個人資料，向你提供你所需要的適當援助或服務，包括但不限於監察及檢討各項服務、進行研究及調查，以及履行法定職責。向社署提供個人資料，純屬自願。如你未能提供足夠的個人資料，本署可能無法處理你的申請或向你提供援助／服務。

可能經由社署轉介資料的人士的類別

2. 你所提供的個人資料，會供本署在工作上需要知道該等資料的職員使用。除此之外，本署職員在需要時亦只會向下列有關方面或在下列情況披露該等資料：

- (a) 其他涉及評定你的申請，或向你提供服務／援助的有關方面，例如政府決策局／部門、非政府機構及公用事業公司；或
- (b) 由法律授權或法律規定須向其披露資料的有關方面；或
- (c) 你曾同意向其披露資料的有關方面。

查閱個人資料

3. 除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權就社署備存有關你的個人資料提出查閱及改正要求。不過，在一般情況下，如收集資料的目的已經完成，本署會刪除有關的個人資料。在條例內訂下的查閱權利是指在繳付所需費用後，取得你的個人資料的複本一份。查閱資料要求須以申請表格或書信提出。你可到社署各辦事處／中心索取查閱資料申請表格。

對你申請的服務的查詢、查閱及改正個人資料的要求

4. 請確保你向社署提供的資料正確無誤。如你對所提交的援助／服務申請有任何查詢，或對所提供的資料有任何更改，亦請聯絡向你收集資料的辦事處。

5. 如果你希望查閱你的個人資料，以及在查閱個人資料後要求改正所得的資料，請向下列單位提出：

單位： 社會福利署中央輔助醫療服務課
地址： 九龍協調道3號工業貿易大樓2樓
電話： 3903 7933

Notice to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance/ service to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the Department 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 government bureaux/ departments, non-governmental organizations and public utility companies if they are involved in the assessment of application from or provision of service/ assistance to you;
- (b) Where such disclosure is authorized or required by law; or
- (c) 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 offices/ centres of SWD.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance/ service or if there are changes in the data you provide, please contact the office which collected the data from you.

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

Office : Central Para-medical Support Service Unit, Social Welfare Department
Address : 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.
Tel. No. : 3903 7933