

社会福利署
Social Welfare Department
中央辅助医疗服务课
Central Para-Medical Support Service Unit
*职业治疗/物理治疗服务转介书
Referral Form for *OT/ PT Service

Restricted
限阅文件

甲部：(由复康服务中心职员填写)

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

探访日期

Date of Visit : _____

复康服务中心名称 (*社会福利署/非政府机构)

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

联络人 Contact Person : _____ 电话号码 Tel. No. : _____

姓名(Name)

职位 (Post)

转介个案 Case referral :

姓名 Client Name

性别/年龄 Sex/ Age

伤残情况/诊断 Disability/ Diagnosis

转介原因 Reasons of referral

其他转介：(如小组训练，辅助用具，设备或中心环境改装)

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

转介职员已将下页所载有关社会福利署收集个人资料的安排，通知有关家长/监护人。

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.

转介的职员 Referring staff

中心主任 Centre-in-charge

签署 Signature : _____

签署 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：预约下次探访(由中央辅助医疗服务课的治疗师填写)

Part B : (Completed by CPMS therapist)

职业治疗师/物理治疗师姓名 Name of *OT/ PT : _____

档案编号 Ref. No. _____

收到转介书日期 Date of referral received : _____

所作出的安排 Action taken : _____

中央辅助医疗服务课在收到转介书后的两星期内，便会安排下次探访日期。

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

* 删除不适用的地方 Delete as appropriate.

收集个人资料之前致资料当事人的通知书

向社会福利署提供个人资料之前，请先细阅本通知书。

收集资料的目的

1. 社会福利署（社署）会使用你所提供的个人资料，向你提供你所需要的适当援助或服务，包括但不限于监察及检讨各项服务、进行研究及调查，以及履行法定职责。向社署提供个人资料，纯属自愿。如你未能提供足够的个人资料，本署可能无法处理你的申请或向你提供援助/服务。

可能经由社署转介资料的人士类别

2. 你所提供的个人资料，会供本署在工作上需要知道该等资料的职员使用。除此之外，本署职员在需要时亦只会向下列有关方面或在下列情况披露该等资料：

- (a) 其他涉及评定你的申请，或向你提供服务/援助的有关方面，例如政府决策局/部门、非政府机构及公用事业公司；或
- (b) 由法律授权或法律规定须向其披露资料的有关方面；或
- (c) 你曾同意向其披露资料的有关方面。

查阅个人资料

3. 除了《个人资料(私隐)条例》规定的豁免范围之外，你有权就社署备存有关你的个人资料提出查阅及改正要求。不过，在一般情况下，如收集资料的目的已经完成，本署会删除有关的个人资料。在条例内订下的查阅权利是指在缴付所需费用后，取得你的个人资料的复本一份。查阅资料要求须以申请表或书信提出。你可到社署各办事处/中心索取查阅资料申请表格。

对你申请的服务的查询、查阅及改正个人资料的要求

4. 请确保你向社署提供的资料正确无误。如你对所提交的援助/服务申请有任何查询，或对所提供的资料有任何更改，亦请联络向你收集资料的办事处。

5. 如果你希望查阅你的个人资料，以及在查阅个人资料后要求改正所得的资料，请向下列单位提出：

单位： 社会福利署中央辅助医疗服务课
地址： 九龙协调道3号工业贸易大楼2楼
电话： 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