

勞工處職業安全及健康部
收集個人資料之目的

(申請補領強制性基本安全訓練證明書(俗稱「平安卡」))

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) 根據工廠及工業經營條例處理有關你的申請補領強制性基本安全訓練證明書(俗稱「平安卡」)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訓練記錄，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你的申請補領強制性基本安全訓練證明書(俗稱「平安卡」)的事宜；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 OF THE LABOUR DEPARTMENT**

(Application for Replacement of Mandatory Basic Safety Training Certificate (Commonly known as “Green Card”))

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 your application in this form for replacement of Mandatory Basic Safety Training Certificate (commonly known as “Green Card”) under the Factories and Industrial Undertakings Ordinance;
 - (c) maintenance of training records for recognised mandatory safety training courses for public access under the Factories and Industrial Undertakings Ordinance;
 - (d) facilitating communication between Labour Department and yourself on your application for replacement of Mandatory Basic Safety Training Certificate (commonly known as “Green Card”); 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