

# **Radiation Board**

## **COLLECTION OF PERSONAL DATA**

### **INTRODUCTION**

1. This document briefly describes your rights and the means to request access to and correction of your personal data held by the Radiation Board.

### **PURPOSE**

2. The Radiation Board uses the personal data provided by the clients for the processing of licences and permits prescribed by the Radiation Ordinance, Cap 303 (the Ordinance) and other related activities. The provision of personal data is obligatory under the Ordinance. The personal data provided will be used by us for the below listed purposes. If the necessary information are lacking, we may not be able to provide the required services.

- (a) Proof of eligibility;
- (b) Processing of applications/permits;
- (c) Assessment of fitness for employment in radiation work;
- (d) Compilation of statistics and processing complaints or enquiries;
- (e) Preparation of general demand note;
- (f) Collection of licence fees or service charges;
- (g) Enforcement of the regulatory requirements of the Ordinance; and
- (h) Information on licences, including licence number, name of licensee, purpose of the licence and address of licensed premises, will be made available on the Electronic Radiation Licensing and Services website (<http://www.erls.gov.hk>) for public verification of the validity of a licence

### **HANDLING OF PERSONAL DATA**

3. The personal data you provide are mainly used by us for the above purposes but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 2 above, if required. Besides, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### **ACCESS TO PERSONAL DATA**

4. In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application.

### **ENQUIRIES**

5. Enquiries concerning the personal data provided, including the access and corrections, should be addressed to:

Executive Officer (RHD) / Senior Clerical Officer (RHD)  
Radiation Board Licensing Office  
3/F Sai Wan Ho Health Centre,  
28 Tai Hong Street, Hong Kong  
Fax: 2834 1224  
e-mail Address: [enquiry@erls.gov.hk](mailto:enquiry@erls.gov.hk)

# 輻射管理局

## 個人資料收集用途聲明

### 引言

1. 本文件告訴你有關查閱及修改你存記於輻射管理局的個人資料及其辦法。

### 收集個人資料的目的

2. 輻射管理局收集個人資料，是為處理《輻射條例（第 303 章）》下提出的牌照或許可證申請及進行其他有關工作。根據輻射條例，提供個人資料是強制的。我們收集的個人資料有以下用途，如果所需的資料不完備，我們可能無法為你提供有關的服務：
  - (a). 核實資格;
  - (b). 處理牌照/許可證的申請;
  - (c). 評定是否適合擔任輻射工作;
  - (d). 收集統計資料及處理投訴及查詢;
  - (e). 處理一般繳款單;
  - (f). 收取牌照和相關服務費用; 以及
  - (g). 執行輻射條例第 303 章的法例要求
  - (h). 牌照資料，包括 牌照號碼、持牌人的名稱、牌照用途及持牌處所的地址，將在電子輻射牌照及服務網站(<http://www.erls.gov.hk>)上提供，讓公眾核實牌照的有效性。

### 處理個人資料

3. 你所提供的個人資料，主要作為上述第 2 段所列出的用途，但亦可能在有需要時就上述第 2 段有關的用途向其他政府部門及有關人士披露。屆時有關披露將會是基於你的個人意願或按照個人資料(私隱)條例所允許的情況下進行。

### 查閱個人資料

4. 根據個人資料(私隱)條例(香港法例第 486 章)第(18)及(22)條及附表 1 第 6 原則，你有權查閱及更改申請書內所提交的個人資料。

### 查詢

5. 有關個人資料（包括查閱及更改資料）的查詢，請送交：

輻射管理局牌照事務處  
香港西灣河太康街28 號  
西灣河健康中心3 樓  
行政主任(放射衛生科) / 高級文書主任(放射衛生科)  
傳真：2834 1224  
電郵地址：enquiry@erls.gov.hk

## 輻射條例 (第 303 章)

## RADIATION ORDINANCE (CAP 303)

申請續領管有一具處於可運作狀態的輻照儀器的牌照  
Application for Renewal of a Licence to Possess  
an Irradiating Apparatus in a Functional State

請參閱夾附的「申請須知」後，填寫本表格適用部分。

Please refer to the attached "Notes for Applicants" and complete the appropriate sections.

請在適當地方加上☑ Please tick ☑ as appropriate

Please provide your email address when applying for licence renewal to receive information relating to the licensing matters. If you do not provide the email address below, your email address provided (if any) during last application will be removed.

If the Authorized Person have an activated electronic account in our Electronic Radiation Licensing and Services System (ERLS), you are required to provide an email address of Authorized Person to maintain the account. Otherwise, the electronic account without email address provided will be ceased.

請在申請續領牌照時提供你的電郵地址以接收有關牌照事宜的信息。如果你未在以下位置提供電郵地址，則你於上次申請時提供的電郵地址(如果有)將會被移除。

如果獲授權人士在我們的電子輻射牌照及服務系統(ERLS)中持有已啟動的電子帳戶，則需提供獲授權人士的電郵地址以保留該帳戶。否則，沒有提供電郵地址的電子帳戶將被終止。

獲授權人士電郵 E-Mail of Authorized Person in relation to this application: \_\_\_\_\_

聯絡人電郵 E-Mail of Contact Person: \_\_\_\_\_

聯絡人姓名 Name of Contact Person: \_\_\_\_\_

 申請人資料、輻照儀器資料、固定輻照儀器的所在樓宇單位、督導和使用輻照儀器人士的各项資料均沒有變更，與原來申報資料相同。(請到 E 部繼續填寫)

There are no changes on the particulars of the applicant, details of the irradiating apparatus, premises for static irradiating apparatus, persons supervising the use of this irradiating apparatus and persons using this irradiating apparatus. They are the same as those stated on the first application. (Please continue from Section E.)

部分現有牌照上的資料有所變更，詳情如下。(請填寫 A 部至 E 部有關部分)

There are changes to the details of the existing licence, details are as follows: (please complete Sections A to E where applicable)

## A. 申請人資料 Particulars of the applicant

以個人名義申請牌照，請填寫 A1 段；以公司名義申請牌照，請填寫 A2 段。

Licence in the name of a person, please complete Section A1; Licence in the name of a company, please complete Section A2.

A1

稱謂 Title  醫生 Dr  博士 Dr  先生 Mr  女士 Mrs  女士 Ms  小姐 Miss

姓名 Name

姓 Surname

名 Given name

身分證 / 證明文件編號 Identity Card / Document No. \_\_\_\_\_

或 or

A2

公司名稱 Name of company \_\_\_\_\_

商業登記編號 Business Registration No. \_\_\_\_\_

稱謂 Title  醫生 Dr  博士 Dr  先生 Mr  女士 Mrs  女士 Ms  小姐 Miss

與此申請有關的獲授權人士姓名

Name of authorized person in relation to this application

姓 Surname

名 Given name

身分證 / 證明文件編號 Identity Card / Document No. \_\_\_\_\_

通訊地址 Correspondence address : \_\_\_\_\_

稱謂 Title  醫生 Dr  博士 Dr  先生 Mr  女士 Mrs  女士 Ms  小姐 Miss

聯絡人姓名 Name of Contact Person : \_\_\_\_\_

姓 Surname

名 Given name

電話號碼 Tel No. : \_\_\_\_\_

手機號碼 Mobile No.: \_\_\_\_\_

傳真號碼 Fax No. : \_\_\_\_\_

只供輻射管理局填寫 FOR OFFICIAL USE ONLY

收件日期 Date received \_\_\_\_\_

申請資料不足，欠缺 Application incomplete due to lacking of \_\_\_\_\_

B. 輻照儀器資料 Details of the irradiating apparatus

製造商 Manufacturer	型號 Model No.	控制臺 / 機身編號 Control Panel / Machine Serial No.	X 射線球管編號 X-ray Tube Head Serial No.

C. 輻照儀器所在的樓宇單位 Premises where the irradiating apparatus is located

地址 Address : \_\_\_\_\_

這樓宇單位是 This premises is :  屬於申請人持有 owned by the applicant

租自 rented from \_\_\_\_\_

(業主姓名 Name of owner)

業主地址 Address of owner \_\_\_\_\_

電話號碼 Tel No. \_\_\_\_\_

D. 使用輻照儀器人士 Persons using this irradiating apparatus

姓名 Name	《使用輻照儀器》牌照編號 'USE' Licence No.

E. 聲明 Declaration

茲證明本人並未對本輻照儀器及其樓宇內之輻射防護屏蔽作出任何改動。

I confirm that no changes have been made to the radiation shielding in the premises or to this irradiating apparatus.

現聲明盡本人所知，本申請所載資料均真確無誤。

I declare that to the best of my knowledge the information in this application is true and accurate.

申請人 / 獲授權人簽名  
Signature of Applicant / Authorized Person

授權 Authorization  
公司印鑑 (如適用) Company chop (if applicable)

姓名 (請用正楷書寫) Name (in block letters)

日期 Date

**輻射條例 (第 303 章)**  
**RADIATION ORDINANCE (CAP 303)**  
**申請續領管有一具處於可運作狀態的輻照儀器的牌照**  
**Application for Renewal of a Licence to Possess**  
**an Irradiating Apparatus in a Functional State**

**申請須知**  
**Notes for Applicants**

**1. 申請 Application**

申請人可以使用 IA-P-R2 表格申請續領牌照，以便繼續管有一具處於可運作狀態的輻照儀器。  
You may use form IA-P-R2 to apply for the renewal of a licence that permits you to possess an irradiating apparatus in a functional state.

**2. 遞交申請書 Submission of application**

填寫的申請表格須送回：  
This application should be submitted to:

香港西灣河太康街 28 號西灣河健康中心 3 字樓  
輻射管理局牌照事務處

電話：2886 1551  
傳真：2834 1224  
電郵：ia@erls.gov.hk  
網域：https://www.erls.gov.hk

Radiation Board Licensing Office  
3/F., Sai Wan Ho Health Centre  
28 Tai Hong Street, Sai Wan Ho, Hong Kong

Tel.: 2886 1551  
Fax: 2834 1224  
E-mail: ia@erls.gov.hk  
Domain: https://www.erls.gov.hk

申請費用為 \$1,150。當輻射管理局收到有關申請後，會向申請人發出一般繳款單，申請人請依照一般繳款單內所列的繳款辦法繳付所需費用。  
假如申請最終被否決，已繳交的款項將盡快全數退還。  
The application fee is \$1,150. After receiving the application, the Radiation Board will issue a General Demand Note to the applicant. The applicant could make payment according to the payment instructions stated in the General Demand Note.  
Should the application be unsuccessful, the paid amount will be refunded to the applicant as soon as possible

**按情況需要連同申請書一併遞交的文件 Documents to be submitted with the application (where applicable)**

- |      |   |   |  |
|------|---|---|--|
| (i)  | 以個人名義申請牌照<br>Licence in the name of a person  | - | 申請人的 45 x 60(毫米)近照兩張。<br>Copy of your 2 recent photographs of size 45 x 60(mm).  |
| (ii) | 以公司名義申請牌照<br>Licence in the name of a company | - | 商業登記證副本及獲授權人士身分證/證明文件的副本 (如獲授權人士有所更改)。<br>Copy of the Business Registration Certificate, Copy of Identity Card/Document of the authorized person (only for the change of authorized person). |

**注意 Remarks**

- (i) 在使用可產生輻射影響人體的輻照儀器前，申請人須確保使用者必須持有有效的《使用輻照儀器》牌照，或使用者必須在一位持有有效的《使用輻照儀器》牌照之註冊醫生、牙醫或放射技師在治療/檢查現場親自督導下，方可進行。  
Before the use of the irradiating apparatus to produce radiation affecting human body, you should ensure that users of this irradiating apparatus should hold a valid "use" licence, or the users are working under the personal supervision of a registered doctor or dentist or radiographer holding valid "use" licence who must be present on the premises in which the treatment/examination is taking place at the time it takes place.
- (ii) 表格中所列的所有有關牌照必須於呈交本申請書時仍為有效。有關牌照持有人請於牌照屆滿前八個星期把填妥之申請書及所需文件交到輻射管理局。否則，本局有可能在牌照屆滿前未能完成處理有關牌照的續牌申請。逾期管有輻照儀器乃違反輻射條例第 7(1)條的罪行，一經定罪，可處第5級罰款及監禁 2 年。  
Any current licence mentioned in this application must remain valid on the date of submission of this application. The Licensee shall submit the duly completed application form together with the required documents to the Radiation Board 8 weeks before expiry of the licence. Otherwise, the Board may not be able to complete processing of the licence renewal application before its expiry. Possessing an irradiating apparatus without a valid licence is an offence to section 7(1) of the Radiation Ordinance, and shall be liable to a fine at level 5 and to imprisonment for 2 years.