

# **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)**  
根據輻射 (管制放射性物質) 規例第 3 條申請牌照  
**Application for a Licence in accordance with Regulation 3**  
**of the Radiation (Control of Radioactive Substances) Regulations**

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 Applicant" and complete the appropriate sections.

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

**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 .

電郵

Identity Card/Document No. \_\_\_\_\_

E-Mail \_\_\_\_\_

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 .

電郵

Identity Card/Document No. \_\_\_\_\_

E-Mail \_\_\_\_\_

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.: \_\_\_\_\_

電郵 E-Mail: \_\_\_\_\_

**B. 監督 Supervision**

本人將委任下述人士督導涉及放射性物質的事務。

I shall appoint the following person(s) to supervise the activities involving radioactive substances.

姓名 Name

姓 (Surname)

名 (Given name)

輻射安全方面的學歷

Qualifications in radiation safety \_\_\_\_\_

姓名 Name

姓 (Surname)

名 (Given name)

輻射安全方面的學歷

Qualifications in radiation safety \_\_\_\_\_

只供輻射管理局填寫 FOR OFFICIAL USE ONLY

收件日期 Date received \_\_\_\_\_

費用 Fee

\_\_\_

A

\_\_\_

B

\_\_\_

C

\_\_\_

D

\_\_\_

E

\_\_\_

F

\_\_\_

### C. 目的 Purpose

在香港運送放射性物質 Conveyance of radioactive substance in Hong Kong

運送的方式 Means of conveyance :

車輛，登記編號

Vehicle, of Registration No. \_\_\_\_\_

船隻，登記編號

Vessel, of Registration No. \_\_\_\_\_

其他方式（請說明）

Other means (Please specify) \_\_\_\_\_

管有放射性物質 Possession of radioactive substance

貯存放射性物質的樓宇 Premises at which the radioactive substance is to be stored

地址 Address \_\_\_\_\_

這樓宇是：

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. \_\_\_\_\_

指定貯存設施 Designated storage facility

將會備妥 will be provided

不會備妥 will not be provided

使用放射性物質 Use of radioactive substance

用途 Purpose of use : \_\_\_\_\_

使用放射性物質的樓宇 Premises at which the radioactive substance is to be used :

地址 Address \_\_\_\_\_

這樓宇是：

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. \_\_\_\_\_

使用放射性物質的工人共：

Number of workers using the radioactive substance : \_\_\_\_\_ 名 persons

受管制區內備有下列防護措施

The following protective measures are available in the controlled area :

- |  |  |
|--|--|
| <input type="checkbox"/> 完全分隔 Full partitioning        | <input type="checkbox"/> 沖洗及更衣設施 Washing and changing facility |
| <input type="checkbox"/> 限制進入 Restricted access        | <input type="checkbox"/> 輻射監測儀器 Radiation monitoring equipment |
| <input type="checkbox"/> 輻射警告牌 Radiation warning signs | <input type="checkbox"/> 特殊表面鋪砌 Special surface finishing      |
| <input type="checkbox"/> 特殊盛器 Special receptacles      | <input type="checkbox"/> 獨立通風 Independent ventilation          |
| <input type="checkbox"/> 防護衣服 Protective clothing      | <input type="checkbox"/> 清除污染物設施 Decontamination facility      |
- 售賣與移送放射性物質 Sale and transfer of radioactive substance

供應商 Supplier

(姓名 Name)

地址 Address

電話號碼 Tel No. :

傳真號碼 Fax No. :

- 其他涉及放射性物質的事務 Other activity involving the radioactive substance

請說明 Please specify :

進行的模式 The mode it is undertaken:

#### D. 放射性物質詳情 Details of the radioactive substance(s)

核素 Nuclide (例如 鎳-241) (e.g. americium-241)	放射性活度 Activity (單位 : MBq) (Unit : MBq)	放射性活度 Activity				
		固體 solid	液體 liquid	氣體 gas	密封 sealed	非密封 unsealed
1 _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

含有放射性物質的物品性質(如適用)

Nature of the article containing the radioactive substance (if applicable)

原產國 Country of origin

製造商 Manufacturer

製造商地址 Address of manufacturer

電話號碼 Tel No. :

傳真號碼 Fax No. :

請於適當位置說明最高的放射性活度 (單位: MBq):  
Please state the maximum activity in MBq as appropriate:

		核素 1 Nuclide 1	核素 2 Nuclide 2	核素 3 Nuclide 3
每月入口	To be imported every month	_____	_____	_____
一次性入口	To be imported once	_____	_____	_____
貯存於樓宇	To be stored in the premises	_____	_____	_____
每月耗用	To be consumed every month	_____	_____	_____
保存供日後使用	To be kept for use	_____	_____	_____
每月購入	To be purchased every month	_____	_____	_____
為了這次申請而購入	To be purchased in this case	_____	_____	_____
每月售賣	To be sold every month	_____	_____	_____
為了這次申請而出售	To be sold in this case	_____	_____	_____
每月運送	To be conveyed every month	_____	_____	_____
為了這次申請而運送	To be conveyed in this case	_____	_____	_____

### E. 放射性廢物管理 Management of radioactive waste

不會產生放射性廢物 (請填妥F部) No radioactive waste will be generated (Please go to Section F)

放射性廢物將會 Radioactive waste will be :

交回製造商 returned to the manufacturer

貯存待衰變至適宜棄置為止 stored for decay until suitable for disposal

按照夾附的廢物處置計劃加以棄置 disposed of in accordance with the attached waste disposal plan

貯存放射性廢物的樓宇 Premises at which radioactive waste is to be stored :

放射性廢物倉地址 Address of radioactive waste store \_\_\_\_\_

這樓宇是:  屬於申請人持有 owned by the applicant

This premises is :

租自 rented from \_\_\_\_\_

(業主姓名 Name of owner)

業主地址 Address of owner \_\_\_\_\_

電話號碼 Tel No. \_\_\_\_\_

### F. 聲明 Declaration

現聲明盡本人所知，本申請表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.

申請人簽名 Signature \_\_\_\_\_

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)

根據輻射(管制放射性物質)規例第3條申請牌照!  
Application for a Licence in accordance with Regulation 3  
of the Radiation (Control of Radioactive Substances) Regulations

申請須知  
Notes for Applicants

1. 申請 Application

申請人可以利用RSF1表格申請牌照,以便獲准在香港經營、處理、製造、生產、持有或使用放射性物質。  
You may use form RSF1 to apply for a licence that permits you to deal in or with, manufacture, produce, possess, or use radioactive substances in Hong Kong.

根據香港法例第303章《輻射條例》規定,「放射性物質」指由任何天然或人工的放射性化學元素組成的任何物質,或包含該等元素的任何物質,而其放射性比度,以每克物質計算,超過75貝克勒耳的源放射性化學元素。

"Radioactive substance" under the Radiation Ordinance, Cap 303, Laws of Hong Kong, means any substance which consists of or contains any radioactive chemical element whether natural or artificial and whose specific activity exceeds 75 becquerels of parent radioactive chemical element per gram of substance.

2. 遞交申請書 Submission of application

填妥的申請表格須送回:

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

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

電話: 2886 1551  
傳真: 2834 1224  
電郵: [rs@erls.gov.hk](mailto:rs@erls.gov.hk)  
網域: <http://www.erls.gov.hk>  
Tel.: 2886 1551  
Fax: 2834 1224  
E-mail: [rs@erls.gov.hk](mailto:rs@erls.gov.hk)  
Domain: <http://www.erls.gov.hk>

申請費用為\$3,190。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 \$3,190. 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.

3. 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) A部 - A1段: 申請人的身分證/證明文件副本。  
Section A - Section A1: Copy of Identity Card/Document of the applicant.  
- A2段: 商業登記證、獲授權人士的身分證/證明文件副本。  
- Section A2: Copy of the Business Registration, copy of Identity Card/Document of the authorized person.
- (ii) B部 督導人申報有關輻射安全方面的學歷證書副本。  
Section B Copy of certificate(s) of the stated qualification in radiation safety of the supervising person(s).
- (iii) C部 有關申請目的: 運送 - 車輛/船隻登記證副本;  
Section C Purpose: Conveyance - Copy of vehicle/vessel registration;  
管有 Possession - 貯存設施的樓面布置圖及設計圖則;  
使用 Use - Floor plan and design drawings of the storage facility;  
- 工作室的樓面布置圖及設計圖則,儀器、防護衣服、容器等的技術規格;  
- Floor plan and design drawings of the working premises, technical specifications of equipment, protective clothing, receptacles, etc;  
其他 Other - 其他擬進行事務的詳細描述。  
- Detailed description of other proposed activities.
- (iv) D部 放射性物質或含放射性物質物品的技術規格。  
Section D Technical specifications of the radioactive substance(s) or article(s) containing radioactive substance(s).
- (v) E部 放射性廢物處理計劃,放射性廢物貯存設施的樓面布置圖及設計圖則。  
Section E Radioactive waste disposal plan, floor plan and design drawings of the radioactive waste storage facility.

注意 Remarks:

- (i) 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。逾期管有放射性物質乃違反輻射條例第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 radioactive substance 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.