

# **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; and
- (g) Enforcement of the regulatory requirements of the Ordinance

### **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.

### **DISCLOSURE OF INFORMATION TO THE PUBLIC**

4. The information of the licences/permits will also be posted on the Electronic Radiation Licensing and Services website (<https://www.erls.gov.hk>).

### **ACCESS TO PERSONAL DATA**

5. 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**

6. 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

### 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。

### 披露資料予公眾

4. 牌照/許可證資料將會在電子輻射牌照及服務的網頁 (<https://www.erls.gov.hk>) 登載。

### 查閱個人資料

5. 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

6. 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

放射性物質牌照編號：

Radioactive Substances Licence No. : \_\_\_\_\_

輻射條例 (第 303 章)

**RADIATION ORDINANCE (CAP 303)**

申請續領放射性物質牌照

**Application for Renewal of Radioactive Substances Licence**

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

A1

稱謂 Title	<input type="checkbox"/> 醫生 Dr	<input type="checkbox"/> 博士 Dr	<input type="checkbox"/> 先生 Mr	<input type="checkbox"/> 女士 Mrs	<input type="checkbox"/> 女士 Ms	<input type="checkbox"/> 小姐 Miss
姓名 Name	_____					
	姓 Surname	名 Given name				
身分證 / 證明文件編號 Identity Card / Document No.	_____				電郵 E-Mail	_____

或 or

A2

公司名稱 Name of company	_____					
商業登記編號 Business Registration No.	_____					
稱謂 Title	<input type="checkbox"/> 醫生 Dr	<input type="checkbox"/> 博士 Dr	<input type="checkbox"/> 先生 Mr	<input type="checkbox"/> 女士 Mrs	<input type="checkbox"/> 女士 Ms	<input type="checkbox"/> 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.	_____				電郵 E-Mail	_____

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 above, 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。如果你未在以上位置提供電郵地址，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。

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. 使用 / 貯存放射性物質的樓宇 Premises at which the radioactive substance is to be used / stored**

地址保持不變。(請填寫C部) There is no change of address. (Please go to Section C)

更改地址。(需作一新申請處理，請填寫並提交RSF1表格。)

Change of address. (A new application is required. Please submit a completed RSF1 form.)

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

\_\_\_\_\_

**C. 監督 Supervision**

督導人保持不變(請填寫D部)  
There will be no change of supervising person(s). (Please go to Section D)

更換督導人，詳情如下  
Change(s) in the supervising person(s) are detailed below.

- 離任的督導人 Supervising person(s) replaced :

姓名Name

中文in Chinese

英文in English

- 接任的督導人Supervising person(s) to be appointed :

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		

**D. 提交紀錄 Submission of records**

現根據發牌條件附上下列適用於目前牌照有效期的文件：

The following document(s) covering the current licence period is/are attached as required under the Conditions of Licence :

- 第7條 - 表面污染測試報告  
Condition 7 - test report(s) on surface contamination.
- 第7條 - 輻射監測儀器可靠性測試報告  
Condition 7 - test report(s) on reliability of radiation monitoring equipment.
- 第7條 - 密封放射源洩漏測試報告  
Condition 7 - test report(s) on leakage of sealed radioactive source(s).
- 第9條 - 購入、轉送或出售放射性物質紀錄  
Condition 9 - records on purchase, transfer or sale of radioactive substance(s).
- 第10條 - 放射性廢物棄置紀錄  
Condition 10 - records on disposal of radioactive waste.

**E. 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)**  
**申請續領放射性物質牌照**  
**Application for Renewal of Radioactive Substances Licence**  
**申請須知**  
**Notes for Applicants**

**1. 申請 Application**

申請人可以利用 RSF2 表格申請續牌，以便獲准在牌照的認可處所經營、處理、製造、生產、管有或使用放射性物質。

You may use form RSF2 to apply for renewal of a licence that permits you to deal in or with, manufacture, produce, possess, or use radioactive substances in the approved premises of the licence.

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，超逾 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

電話：2886 1551

傳真：2834 1224

電郵：rs@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: rs@erls.gov.hk

Domain: https://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 商業登記證副本及獲授權人士的身分證 / 證明文件副本（如授權人士有所更改）。  
Section A Copy of the Business Registration,  
Copy of Identity Card / Document of the authorized person (if there is change of the authorized person).
- (ii) C 部 就每位接任督導人，申報有關輻射安全方面的學歷證書副本。  
Section C For each of the newly appointed supervising person(s):  
- Copy of certificate(s) of the stated qualification(s) in radiation safety.
- (iii) D 部 提交適用的下列相關文件：  
- 表面污染測試報告副本，  
- 輻射監測儀器可靠性測試報告副本，  
- 密封放射源洩漏測試報告副本，  
- 購入、轉送或出售放射性物質紀錄，  
- 放射性廢物棄置紀錄。  
Section D Submit the following document(s) as appropriate:  
- Copy of test report(s) on surface contamination,  
- Copy of test report(s) on reliability of radiation monitoring equipment,  
- Copy of test report(s) on leakage of sealed radioactive source(s),  
- Record(s) on purchase, transfer or sale of radioactive substance(s),  
- Record(s) on disposal of radioactive waste.

**注意 Remarks :**

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，可判處罰款 \$50,000 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 of \$50,000 and to imprisonment for 2 years.