

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 (<http://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:

Radiation Board Licensing Office
3/F Sai Wan Ho Health Centre,
28 Tai Hong Street, Hong Kong
(Attn: Ms HO Yee-oi or Mr LAU Hon-wah)
Fax: 2834 1224
e-mail Address: 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 (<http://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
（承辦人：何綺愛女士／劉漢華先生）
傳真：2834 1224
電郵地址：enquiry@erls.gov.hk

輻射條例 (第 303 章)
RADIATION ORDINANCE (CAP 303)

申請修訂放射性物質牌照
Application for Amendment of Radioactive Substances Licence

請填寫本表格適用部分。 Please complete the appropriate sections.

請在適當方格內加上☑ Please tick ☑ as appropriate

A. 聲明 Declaration

本人現按本表格所述申請修訂 I apply for amendment as detailed below to be made to

放射性物質牌照編號

Radioactive Substance Licence No. _____

(請夾附牌照正本 Please attach the original licence)

- 按照人事登記條例或公司條例修訂姓名、或更改通訊地址後，修改持牌人的姓名。
Amendment to the name of licensee subsequent to a proper change of name in accordance with the Registration of Persons Ordinance or the Companies Ordinance, or change of correspondence address
(請填妥B部 Please complete Section B)
- 修訂督導人資料 Amendment to supervising personnel(s)
(請填妥C部 Please complete Section C)
- 修訂有關放射性物質的資料 Amendment to the radioactive substance
(請填妥 D部 Please complete Section D)

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 I provide 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

只供輻射管理局填寫 FOR OFFICIAL USE ONLY

收件日期 Date received _____

費用 Fee _____ 牌照 Lic _____ A _____ B _____ C _____ D _____

B. 修訂持牌人姓名 Amendment on name of the licensee

以個人名義申請牌照，請填寫B1段；以公司名義申請牌照，請填寫B2段。

Licence in the name of a person, please complete Section B1; licence in the name of a company, please complete Section B2.

B1

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. _____ 電郵 E-Mail _____

或 or
B2

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. _____ 電郵 E-Mail _____

*請夾附公司更改名稱註冊證書及獲授權人士身分證/證明文件副本

*Please attach a copy of the certificate of Incorporation on change of name and Identity Card/Document of the authorized person

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: _____

C. 修訂委任督導人 Amendment on appointment of supervising personnel(s)

— 離任督導人 Supervising personnel(s) replaced :

姓名 Name _____

中文 (in Chinese) 英文 (in English)

— 接任的督導人 Supervising personnel(s) to be appointed :

<p>姓名 Name _____</p> <p style="text-align: center;">姓 (Surname) 名 (Given name)</p> <p>輻射安全方面的學歷 Qualifications in radiation safety _____</p>
<p>姓名 Name _____</p> <p style="text-align: center;">姓 (Surname) 名 (Given name)</p> <p>輻射安全方面的學歷 Qualifications in radiation safety _____</p>

*請夾附每位接任督導人申報有關輻射安全方面的學歷證書副本。

*Please attach a copy of certificate(s) of each supervising person's qualification in radiation safety.

D. 修訂有關放射性物質的資料 Amendment to the particulars of radioactive substance(s) 更改識別編號 Change of identification numbers :

核素 Nuclide	舊源識別編號 Previous Source ID No.	新源識別編號 New Source ID No.

* 請夾附有關棄置及購買放射性物質的文件副本。

* Please attach a copy of relevant radioactive substance disposal and purchase document.

 修訂使用的最高放射性活度 Revise maximum activity used :

核素 Nuclide	已獲准許的最高放射性活度 Approved maximum activity	擬修訂的最高放射性活度 Proposed maximum activity

 更改/增加新核素 Change/Add new nuclide :

核素 Nuclide	物理狀態 Physical Form	擬每月處理之最高放射性活度 Proposed maximum activity to be handled per month	新源識別編號 Source ID No.

* 請夾附有關之放射性物質的技術規格。

* Please attach relevant technical specification(s) of the radioactive substance.

申請須知**Notes for applicants**

本申請表格須送回 :

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網域 : <http://www.erls.gov.hk>

Tel. : 2886 1551

Fax : 2834 1224

E-mail : rs@erls.gov.hkDomain: <http://www.erls.gov.hk>

申請費用為\$155。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 \$155. 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.

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.

Radioactivity Unit Conversion Table
放射活度單位轉換表

	1 μ Bq	1 mBq	1 Bq	1 kBq	1 MBq	1 GBq	1 TBq
1 μ Bq	1	10^3	10^6	10^9	10^{12}	10^{15}	10^{18}
1 mBq	10^{-3}	1	10^3	10^6	10^9	10^{12}	10^{15}
1 Bq	10^{-6}	10^{-3}	1	10^3	10^6	10^9	10^{12}
1 kBq	10^{-9}	10^{-6}	10^{-3}	1	10^3	10^6	10^9
1 MBq	10^{-12}	10^{-9}	10^{-6}	10^{-3}	1	10^3	10^6
1 GBq	10^{-15}	10^{-12}	10^{-9}	10^{-6}	10^{-3}	1	10^3
1 TBq	10^{-18}	10^{-15}	10^{-12}	10^{-9}	10^{-6}	10^{-3}	1

$1 \text{ pCi} = 37 \text{ mBq}$ $1 \text{ nCi} = 37 \text{ Bq}$ $1 \text{ } \mu\text{Ci} = 37 \text{ kBq}$ $1 \text{ mCi} = 37 \text{ MBq}$ $1 \text{ Ci} = 37 \text{ GBq}$

$1 \text{ Bq} = 27 \text{ pCi}$ $1 \text{ kBq} = 27 \text{ nCi}$ $1 \text{ MBq} = 27 \text{ } \mu\text{Ci}$ $1 \text{ GBq} = 27 \text{ mCi}$ $1 \text{ TBq} = 27 \text{ Ci}$

$10^{-3} = 0.001$ $10^3 = 1,000$
 $10^{-6} = 0.000001$ $10^6 = 1,000,000$
 $10^{-9} = 0.000000001$ $10^9 = 1,000,000,000$