衞生署
Department of Health

Radiation Monitoring Service Ref. No. : _____
輻射監察服務檔案編號：

To : Radiation Monitoring Service
致：輻射監察服務

Application for Radiation Monitoring Service
申 請 輻 射 監 察 服 務

I wish to apply for the provision of the following 本人申請：

(a)
- ☐ whole body dosimeter _____ (piece(s))
  全身劑量計 〈隻〉
- ☐ finger dosimeter _____ (piece(s))
  指環劑量計 〈隻〉
- ☐ Eye lens dosimeter _____ (piece(s))
  眼睛晶狀體劑量計 〈隻〉

(b) Radiation monitoring service for 輻射監察服務予 :

- ☐ whole body for _____ (no.) of my staff
  全身 〈名〉我們的員工
- ☐ extremity (finger) for _____ (no.) of my staff
  肢體〈手指〉 〈名〉我們的員工
- ☐ eye lens for _____ (no.) of my staff
  眼睛晶狀體 〈名〉我們的員工

(*Each radiation worker shall need 2 pieces of whole body/finger/eye lens dosimeter.)
〈*每位輻射工作人員需要有兩隻全身/指環/眼睛晶狀體劑量計〉

I agree to the following conditions of the service :
本人同意遵守下列服務條款：

Whole body/finger/eye lens dosimeter(s) will be issued and/or radiation monitoring service will be provided only after the appropriate fee are paid by the client.
在正式發放全身/指環/眼睛晶狀體劑量計及或提供輻射監察服務前，用戶必須先行繳付有關費用。

The service includes the monthly processing of one whole body/finger/eye lens dosimeter returned by each user, and the maintenance of the said dosimeter. Unless the user collects from or returns to the Radiation Monitoring Service his/her dosimeter(s) by hand, the dosimeter(s) will be mailed (from the Radiation Monitoring Service to the user and vice versa) at the user's own risk. The user will be responsible for any loss of and/or damage to the dosimeter(s).
服務本身包括按月處理由用戶交回的每隻全身/指環/眼睛晶狀體劑量計，以及為該劑量計提供保養。除非用戶的劑量計是以專人收取或交回輻射監察服務處，否則一般劑量計將會以郵寄方式交收。如劑量計遺失及或出現損壞，一概由用戶負責。

The service fee is charged for each financial year from 1 April to 31 March of the following year. If a user joins the service after commencement of a financial year, he will have to pay for the cost of the service from the month when the service is commenced until the end of the financial year. No refund will be made if the user wishes to stop the service before expiry of the service period for which payment has been made.
服務費是以每一財政年度，即由四月一日開始，直至來年的三月三十一日來計算徵收。如用戶在某一財政年度中途始加入使用服務，則祇須繳付由開始使用服務的月份至財政年度結束期間的服務費。停用服務的用戶所繳付的一切費用概不發還。

My choice for the future receipt and despatch of dosimeter(s) is as indicated below :
本人選擇將來交收劑量計的方式如下：

☐ I wish to collect and return the dosimeter(s) in person. (Note : Subsequent issues of alternate dosimeter(s) will need to be collected from the Radiation Monitoring Service within the last **3** days of each month and whole body/finger/eye lens dosimeter(s) worn during the previous months will need to be returned to the Radiation Monitoring Service within first **5** days of the following month.)
本人委派專人交收劑量計。〈注意：用戶請派專人在每月月底前三天內，收取新發出作交替之劑量計。又須將佩戴中的全身/指環/眼睛晶狀體劑量計，於下一個月的頭五天內交回輻射監察服務處。〉

☐ I wish to have the dosimeter(s) sent to me by mail at my own risk.
本人選擇以郵寄方式交收劑量計，期間如有損壞或遺失，一概由本人負責。

PTO 請看背頁

Enclosed please find _____ copies of "Personal detail of dosimeter user" of my staff who will be monitored for radiation doses.
現夾附本公司職員之《熱釋光劑量計使用者資料》表格_____份

Signature _____
簽名

Name (in BLOCK letter) _____
姓名〈請用正楷〉

Name of Company _____
公司名稱

Correspondence Address _____
通訊地址

_____

_____

E-mail Address _____
電郵地址

Name of Contact Person _____
聯絡人姓名

Tel. No. _____
電話號碼

Fax No. _____
傳真號碼

Company seal _____
公司印鑑

Date _____
日期

On completion, please return this form to :
填妥後，請將本表格交回：

衞生署放射衞生科
輻射監察服務
香港西灣河太康街二十八號
西灣河健康中心三樓

Radiation Monitoring Service
Radiation Health Division
Department of Health
3/F., Sai Wan Ho Health Centre,
28 Tai Hong Street,
Sai Wan Ho, Hong Kong.

Or e-mail to :
或電郵至： rhd-rms@dh.gov.hk

ISO 9001 : 2015
Certificate No.: CC 2699

ISO 9001 : 2015
Certificate No.: CC 2699

ISO 9001 : 2015
Certificate No.: CC 2699

Radiation Monitoring Service
Radiation Health Division
Department of Health
The Government of The HKSAR

We build a healthy Hong Kong and aspire to be an internationally renowned public health authority
我們要建設一個健康的香港並立志成為國際知名的公共衞生監管機構

Radiation Monitoring Service
Radiation Health Division, Department of Health

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 Monitoring Service, Radiation Health Division, Department of Health.

PURPOSE

2. The Radiation Monitoring Service, Radiation Health Division uses the personal data provided by the clients for the delivery of services and other related activities. The provision of personal data is obligatory under Radiation Ordinance, Cap.303 and its subsidiary regulations. 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 for radiation monitoring service, the provision of radiation monitoring service and management of personal dose history;
(c) Processing of applications/permits by the Radiation Board;
(d) Assessment of fitness for employment in radiation work by the Radiation Board;
(e) Preparation of general demand note;
(f) Collection of service charges; and
(g) Enforcement of the regulatory requirements of Radiation Ordinance, Cap 303 by the Radiation Board.

HANDLING OF INFORMATION

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 Health Division
3/F Sai Wan Ho Health Centre,
28 Tai Hong Street, Hong Kong

Fax: 2834 1224

e-mail Address : enquiry@erls.gov.hk

衞生署放射衞生科
輻射監察服務

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衞生署放射衞生科輻射監察服務的個人資料及其辦法。

收集個人資料的目的

2. 放射衞生科輻射監察服務收集個人資料，是為客戶提供服務及進行其他有關活動。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). 處理輻射監察服務的申請、提供輻射監察服務及管理個人輻射劑量記錄;

(c). 為輻射管理局處理牌照/許可證的申請;

(d). 為輻射管理局評定是否適合擔任輻射工作;

(e). 處理一般繳款單;

(f). 收取相關服務費用; 以及

(g). 為輻射管理局執行輻射條例第 **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。

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：

衞生署放射衞生科

香港西灣河太康街**28**號
西灣河健康中心**3** 樓

行政主任(放射衞生科) / 高級文書主任(放射衞生科)

傳真：**2834 1224**

電郵地址：**enquiry@erls.gov.hk**