

**Collection of Personal Data for
Application for Ship Sanitation Control
Certificate and Ship Sanitation Control
Exemption Certificate**

Personal Information Collection Statement

Purpose of Collection

1. The personal data are provided by clients with whom the Department of Health (DH) interacts in the delivery of services, and other related activities. The personal data provided will be used by DH for the following purposes:-
 - (a) Processing of applications for licence/permit; and
 - (b) For reference in legal proceedings;

The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific service/activities and cannot provide service/assistance to you.

Classes of Transferees

2. The personal data you provided are mainly for use within the Department of Health but they may also be disclosed to other Government bureaus/ departments, agencies or authorities for the purpose mentioned in paragraph 1 above, if required. Other than these, such data will only be disclosed to other 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

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Protection Measures and Retention of Personal Data

4. Department of Health will, in accordance with the Personal Data (Privacy) Ordinance and according to the nature of the personal data collected, adopt all reasonably practicable measures to ensure that all personal data are correct, kept securely and confidentially and protected against unauthorised or accidental access, processing, erasure or other use, and will follow the relevant provisions in making corrections and giving access to data. Your personal data will be kept by Department of Health for a reasonable period of time as may be required for the above specific purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, your personal data will be erased.

Enquiries

5. Enquiries concerning the personal data provided should be addressed to Clerical Officer, Port Health Division, Department of Health by email at co_pho@dh.gov.hk or by fax (2833 0132).