

## **Statement of Purposes**

### **for Applications / Enquiries / Complaints**

#### **Purpose of Collection**

1. The personal data you provide to the Department of Health (DH) when submitting applications or making enquiries/complaints will be used by DH for the following purposes:-

- a. Processing of applications;
- b. To facilitate communication or follow up action as required in enquiry/complaint case; and
- c. For record/statistical purpose.

2. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to process your application, accede to your request or conduct a thorough investigation into the matter.

#### **Classes of Transferees**

3. The personal data you provide are mainly for use within DH but they may also be disclosed to other Government bureaux / departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, 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. You have the right of access and correction with respect to your personal data as provided for in section 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 provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

#### **Enquiries**

5. Enquiries concerning the personal data provided, including the making of access and

corrections, should be addressed to:

Address: Administration Section,  
Professional Development and Quality Assurance Service,  
3/F, Lam Tin Polyclinic,  
99 Kai Tin Road,  
Lam Tin, Kowloon

Telephone no.: 3163 4583

E-mail: [pdqa@dh.gov.hk](mailto:pdqa@dh.gov.hk)