

Statement of Collection of Personal Information

收集求診者個人資料聲明



HKU Dentistry

Institute for Advanced Dentistry
Multi-Specialty Clinic
先進牙醫學研究所
香港大學牙醫專科診所

This statement is to inform you about the purposes and management of collection of your personal data by the Institute for Advanced Dentistry Multi-Specialty Clinic (“IAD-MS”).

Please read this statement BEFORE you provide any personal data to us

I. Purposes of Collection

A. We shall collect from you: -

- (i) your personal particulars such as your name, date of birth, sex, and identity card number for the purpose of identification;
- (ii) your address, telephone number and email for the purpose of communicating with you; and
- (iii) information about person to contact in case of emergency (e.g. his/her telephone number).

The provision of this data is **obligatory**. If you are not willing to supply such data, IAD-MS will be unable to accept you for diagnostic or treatment purposes.

B. We shall also collect information regarding your medical/dental history or condition:-

- (i) by asking you for such data;
- (ii) by means of normal clinical diagnostic procedures; and
- (iii) by obtaining information from the referring source.

This type of personal data is for the purpose of assessing your suitability for acceptance for treatment, and, if so accepted, for teaching or research purposes of The University of Hong Kong (“the University”).

The provision of such personal data is also obligatory, otherwise IAD-MS cannot accept you for diagnostic or treatment purposes.

When you provide such personal data to us, please make sure that the data is accurate and complete. If you do not provide us with the information required or if the information provided is inaccurate or incomplete, our ability to provide accurate diagnosis or appropriate treatment to you may be affected.

C. We shall collect from you information about your or your parent’s occupation (only if you are under the age of 18), your ethnic group and marital status for record and statistical purposes. Provision of these types of personal data is **voluntary** and you may decline to provide such information if you so wish.

The abovementioned personal data are mainly for use by the relevant staff and students of the University for the purposes of teaching, research, treatment or treatment related matters. Your personal data will be kept confidential and **indefinitely** for future statistical or research purposes.

II. Classes of Transferees

Your identity will not be disclosed in any teaching or research materials that may be made available to persons outside IAD-MS or the University.

Nevertheless, we may provide such information: -

- (i) to third party service providers if we need their services (such as clinical, laboratory, or technical services) in connection with treatment provided to you;
- (ii) in the case of referrals from or to other clinicians / organizations, to the clinicians / organizations who referred you to IAD-MS or to the clinicians / organizations to whom you are referred; and
- (iii) to any government departments or appropriate statutory authorities by the virtue of law.

Unless with your prior consent, IAD-MS will not disclose your personal data to any person for any purposes other than the purposes stated above or a directly related purpose.

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III. Access to Personal Data

You have a right of access to and correction of your 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 also includes the right to obtain a copy of your personal data provided by you or related to you, and a reasonable fee will be charged for complying with your request.

IV. Change of Personal Data

Should there be any change in your personal data, please inform the Registration Counter by phone (3979 9191), by fax (3979 9178) or by email (information.iad@hku.hk).

V. Enquiries

Enquiries concerning personal data management, including the request for obtaining a copy of your personal data, are to be addressed to: -

Institute for Advanced Dentistry
Multi-Specialty Clinic
2/F, Novum West, 460 Queen's Road West,
Shek Tong Tsui, Hong Kong
Phone: 3979 9191
Fax: 3979 9178
Email: information.iad@hku.hk

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本聲明旨在闡述香港大學先進牙醫學研究所 – 牙醫專科診所（本診所）收集求診人士個人資料之目的及其管理

向本診所提供任何個人資料之前，請先閱讀本聲明。

I. 收集個人資料之目的

甲. 本診所會向你收集以下資料：

- (一) 你的個人資料，如姓名、出生日期、性別及身份證明文件號碼，作為辨別身份之用；及
- (二) 你的住址、電話號碼及電郵，作為通訊之用；及
- (三) 緊急聯絡人的資料（如其電話號碼）。

你必須提供上述資料，否則本診所不能為你提供診斷或治療。

乙. 本診所也會採用以下方式收集你的醫療及牙科病歷紀錄況：

- (一) 向你直接查詢；
- (二) 使用一般臨床診斷程序；及
- (三) 向轉介者索取資料。

此等資料是用以評估你的個案是否適合本診所的教學用途；若然確實，該資料亦將會成為本診所及香港學（大學）的教學或研究材料。

求診者必須提供以上資料，否則本診所不能為你提供診斷或治療。

當你提供此等個人資料時，請確保其準確性及完整性。若求診者所提供之資料不準確/完整，這或會影響本診為你提供準確診斷或適當的治療。

丙. 本診所亦會要求提供資料如：閣下父母的職業（十八歲以下人士適用）、種族及婚姻狀況，以作紀錄及統計之用。此類別資料純屬自願提供性質，然而，閣下亦有拒絕上述要求的權利。

上述個人資料主要供本診所及大學的教職員及學生作教學、研究、提供治療或與治療有關的事宜所用。

本診所會將你的個人資料保密並作長期保存，作為統計或研究用途。

II. 資料轉介人的類別

如果你的個案被用作教學或研究材料，並需向校外人士公開的話，本診所並不會透露你的個人身份。儘管如此，你的個人資料或會被轉送到以下人士或單位：

- (一) 其他與治療有關的服務提供者（例如提供臨床、化驗或技術支援服務的人士或機構）；
- (二) 如果你是由其他醫務人員/機構轉介到本診所，你的資料也會交予該醫務人員/機構；
同樣地，如本診所需轉介你到其他醫務人員/機構，你的個人資料亦會送交予相關醫務人員/機構；及
- (三) 在法例許可下，本診所須將你的個人資料交給有關政府部門或法定機構。

如未獲你的同意，本診所不會向上述以外人士披露你的個人資料，也不會把你的資料作本聲明所述及目的（及其有關者）以外的其他用途。

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III. 查閱個人資料

根據個人資料（私隱）條例第 18 及 22 條，及附表一之保障資料第六原則，你可要求查閱或更改你存在本診所的個人資料。你亦有權於繳付相關費用後，要求索取個人資料之副本。

IV. 更改個人資料

如你的個人資料有所更改，請致電 3979 9191、傳真 3979 9178 或電郵至 information.iad@hku.hk 通知本診所登記處職員。

V. 查詢

如欲查詢本診所對個人資料的管理，包括索取你個人資料之副本，請與以下聯絡：

香港大學先進牙醫學研究所 — 牙醫專科診所
香港西環皇后大道西 460 號翰林峰 2 樓
電話：3979 9191
傳真：3979 9178
電郵：information.iad@hku.hk