# 衛生署中央器官捐贈登記名冊 取消登記表格



# Centralised Organ Donation Register of the Department of Health Registration Withdrawal Form

致:

衞生署中央器官捐贈登記名冊(名冊)管理主任

請取消本人在名冊的登記<sup>,</sup>並把本人已登記的個人資料從名 冊系統中刪除。本人明白須重新登記才可再次在名冊記錄器 官捐贈意願。

填表須知:

- (1) 填寫本表格前,請先閱讀背頁「申請人須知」;及
- (2) 如你未能提供星號(\*)所列個人資料,衞生署(本署)可能無法取消你的登記。

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Centralised Organ Donation Register (CODR) System Administrator of the Department of Health

Please withdraw my registration from the CODR and delete my registered personal data from the CODR system. I understand that re-registration is required should I wish to record my wish to donate organs in the CODR again.

#### **Guidance Notes:**

- (1) Please read the "Notes for Applicants" overleaf before completing this form; and
- (2) If you fail to provide the requested personal data marked with an asterisk (\*), the Department of Health (DH) may not be able to withdraw your registration.

*香港身份證號碼及 簽發日期 *Hong Kong Identity Card (HKIC) number & Date of Issue 或 or 香港出生證明書號碼 及出生日期(只適用 於11歲以下未持有香 港身份證人士) Hong Kong Birth Certificate number & Date of Birth (only applicable to persons under 11 years of age who do not hold a HKIC)	香港身份證號碼 HKIC number	
	香港身份證的簽發日期 Date of Issue of HKIC 日 Day 月 Month 年 Year	参連性に身份値 を表現性に身份値 HONG CONGIDENTITY CARD 一般 近正 SCHAEL, Wun Ching 7871 3562 2973  ***********************************
	或or	#### Dead Flow (11-18) 2075062 (3) ### ### ### #### 2683365 (5) ##################################
	香港出生證明書號碼 Hong Kong Birth Certificate number	Date of Issue: DD MM YY  Date of Issue: DD MM YY  Date of Issue: DD MM YY
	出生日期 Date of Birth 日 Day 月 Month 年 Year	
*英文姓名 (請按香港身份證或 香港出生證明書上 所示填寫) *Name in English (as shown on the HKIC or the Hong Kong Birth Certificate)	英文姓氏 Surname in English	英文名 Other names in English
	中文姓名(如有) Name in Chinese (if any)	
	電郵地址 Email address	香港通訊地址 Correspondence address in Hong Kong
*電郵地址 或 香港通訊地址 *Email address or correspondence address in Hong Kong	或 or	
本地聯絡電話號碼 Local contact phone number	必須是本地的電話號碼,並由8個數字組成。 It should be a local phone number consisting of 8 digits. 在有需要時,本署職員會致電你以核對資料。 If the need arises, our staff will call you to verify information.	
	· 我確認本人為資料當事人。請取消我在名冊(	的登記,我不願意死後捐贈我的器官或組織。

I confirm that I am the Data Subject. Please withdraw my registration from the CODR.

I do not wish to donate my organs or tissues after death.

CODR Withdrawal - Post/Fax/In Person (202510)

\*申請人簽署:

\*Signature of Applicant:

# 申請人須知:

- (1) 請將填妥的申請表格,透過以下其中一種途徑遞交 至名冊辦事處:
- a. 郵寄或親身申請: 香港灣仔軒尼詩道139號

中國海外大廈8樓A-D室

衞生署中央器官捐贈登記名冊辦事處;或

- b. 傳真至: 2127 4926。
- (2) 本署完成你的申請後,將按你提供的電郵地址或 通訊地址發出書面通知。如你在遞交此表格後 十四天內仍未收到本署的通知,請致電2961 8441 / 傳真至2127 4926或電郵至codr@dh.gov.hk向本署 名冊辦事處杳詢。
- (3) 收集個人資料聲明

# 收集資料目的

- a. 申請表格內所提供的個人資料,會供本署作下列用 涂:
- (i) 處理你的申請和核實你的身分資料;及
- (ii) 進行相關資料整理。

就有關申請所提供的個人資料純屬自願。若你未能 提供足夠資料,本署可能無法辦理你的申請。

# 接受轉介人的類別

b. 你所提供的個人資料,在有需要的情況下,可能會 向其他政府決策局/部門或相關機構披露,作上述第 a段所述用途。除此以外,資料只會在你同意作出該 種披露或作該種披露是《個人資料(私隱)條例》 (《條例》) 所允許的情況下才向有關方面披露。

# 查閱個人資料

- c. 根據《條例》第18及22條和附表1第6原則所述,你 有權要求查閱和改正個人資料,包括索取你在上述 第a段所述的情况下所提供的個人資料的副本。本署 應查閱資料要求而提供個人資料的副本時會收取 行政費用。
- d. 如本署未能完成辦理你的申請,或當我們已取消你 在名冊的登記後,相關的紙本表格(文件正本)將 會被銷毀。紙本申請表格銷毀後,本署可能無法按 上述第c段所述方式應查閱資料要求而提供資料。

#### 個人資料保障措施及保存

e. 本署會根據《條例》之規定,及根據個人資料的性 質,採取一切合理地切實可行的方法,確保所有個 人資料準確無誤、安全和保密地保存以防止未經授 權或意外的接達、處理、刪除或其他使用,並會遵 照有關規定處理有關更正及查閱資料的事宜。

#### 查詢

f. 如就本申請表格所收集的個人資料有任何查詢, 包括要求查閱及改正有關資料,可向本署名冊管理 主任提出。

:香港灣仔軒尼詩道139號 地址

中國海外大廈8樓A-D室

電話 : 2961 8441 傳真 : 2127 4926 電郵 : codr@dh.gov.hk

#### **Notes for Applicants:**

- Please return the completed application form to the CODR Office by one of the following means:
  - By post or in-person application: The Centralised Organ Donation Register Office, Department of Health Units A-D, 8/F, China Overseas Building 139 Hennessy Road, Wan Chai, Hong Kong; or
- By fax on: 2127 4926.
- (2) After processing your application, the DH will send a notification to the email address or correspondence address that you provided. If you do not receive the notification within 14 days after submission of your application, please contact the CODR Office of the DH by phone on 2961 8441 / fax on 2127 4926 or by email at codr@dh.gov.hk for enquiry.
- Personal Information Collection Statement

### **Purpose of Collection**

- The personal data provided in the application form will be used by the DH for the following purposes:
- processing your application and verifying your identity information; and
- performing relevant data management. (ii)

The provision of personal data in the process of the application is a voluntary act. If you fail to provide sufficient information, we may not be able to process your application.

#### Classes of Transferees

The personal data you provide may be disclosed to other Government bureaux / departments or relevant parties for the purposes in paragraph a, 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) Ordiance (the Ordinance) ("the PDPO").

#### **Access to Personal Data**

- c. You have a right of access and correction with respect to your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the PDPO. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasion as mentioned in paragraph 1 above. An administrative fee will be charged by the DH for complying with the data access request by providing a copy of your personal data.
- If the DH cannot complete the processing of your application, or after we have withdrawn your registration from the CODR, the corresponding paper form (original document) will be destroyed. If the paper application forms have been destroyed, the DH may not be able to comply with data access requests in the manner mentioned in paragraph c above.

#### Protection Measures and Retention of Personal Data

The DH will, in accordance with the PDPO 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.

#### **Enquiries**

Enquiries concerning the personal data collected by means of this application form, including requests for access and corrections, should be addressed the CODR System Administrator of the DH.

Address : Units A-D, 8/F, China Overseas Building

139 Hennessy Road, Wan Chai, Hong Kong

Telephone: 2961 8441 Fax : 2127 4926 E-mail : codr@dh.gov.hk