



香港女童軍總會
The Hong Kong Girl Guides Association
會員申請表格 Membership Application Form

申請人請填妥會員申表格(甲部至己部)，完成後可電郵到 mshp.dev@hkgga.org.hk 或寄交到香港女童軍總會-地域發展部(地址:九龍加士居道8號)收。Please complete the Membership Application Form (Part A to Part F) and email to mshp.dev@hkgga.org.hk or send to The Hong Kong Girl Guides Association-Region Development Department (Address:8 Gascoigne Road, Kowloon, Hong Kong).

甲部:申請組別 (請於方格上加上✓號) **Part A - Membership Category** (Please ✓ the appropriate boxes)

- 小女童軍(6-12歲) Brownie (Age 6-12) 女童軍(10-18歲) Guides (Age 10-18) 深資女童軍(15-23歲) Ranger (Age 15-23)
 深資海女童軍(15-23歲) Sea Ranger (Age 15-23) 深資航空女童軍(15-23歲) Air Ranger (Age 15-23)

乙部:個人資料 (請於方格上加上✓號) **Part B - Personal Information** (Please ✓ the appropriate boxes)

姓名 Name	中文 Chinese	英文 English								
出生日期 Date of Birth	(日/月/年) (DD/MM/YY)	年齡 Age								
國籍 Nationality										
語言 Spoken Language	<input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 普通話 Mandarin <input type="checkbox"/> 英語 English <input type="checkbox"/> 其他 Other: _____									
身份證明文件 Identity Document	<input type="checkbox"/> 香港身份證 H.K.I.D. <input type="checkbox"/> 香港出世紙 HK Birth Cert. <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他 Other: _____									
身份證明文件號碼 (前綴英文字母及首3個數字) Identity Document No. (The alphabetic prefix and the first 3 digits)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">X</td> <td style="width: 20px; height: 20px; text-align: center;">X</td> <td style="width: 20px; height: 20px; text-align: center;">X</td> <td style="width: 20px; height: 20px; text-align: center;">(X)</td> </tr> </table>						X	X	X	(X)
				X	X	X	(X)			
住址 Address										
電話 Tel No.	(日間 Day)	(夜間 Night)								
電郵 Email Address										
就讀學校 School										
是否曾參加快樂小蜜蜂/小女童軍/女童軍? Have you been a GUIDE before?.	<input type="checkbox"/> 是 Yes, 請填上隊號 Please state the Unit No: _____ <input type="checkbox"/> 否 No									
緊急聯絡人 Emergency Contact	先生/小姐/女士 Mr./ Miss./ Ms	聯絡電話 Contact Number								
監護人 Guardian	先生/小姐/女士 Mr./ Miss./ Ms	關係 Relationship								

丙部:選擇隊伍意願 (請於方格上加上✓號) **Part C - Preferred Information** (Please ✓ the appropriate boxes)

請先參閱香港女童軍總會網頁【加入女童軍】中【各組別女童軍】或掃描右方二維碼以了解各公開隊伍詳情作選擇隊伍考慮。

Please visit HKGGA website or scan the QR code in the right side for more information about the Open Units for selection reference. (香港女童軍總會網頁 HKGGA Website: <https://www.hkgga.org.hk/tc/content/UniformedMemberRecruit>)



第一選擇 1st Choice		
集會地區 District		
時間 Time	<input type="checkbox"/> 星期 _____ Weekday _____ <input type="checkbox"/> 星期六 Saturday <input type="checkbox"/> 星期日 Sunday	<input type="checkbox"/> 上午 Morning <input type="checkbox"/> 下午 Afternoon
心儀隊伍 Preferred Unit	(隊號 Unit No.)	
第二選擇 2nd Choice		
集會地區 District		
時間 Time	<input type="checkbox"/> 星期 _____ Weekday _____ <input type="checkbox"/> 星期六 Saturday <input type="checkbox"/> 星期日 Sunday	<input type="checkbox"/> 上午 Morning <input type="checkbox"/> 下午 Afternoon
心儀隊伍 Preferred Unit	(隊號 Unit No.)	

丁部：問卷 (請於方格上加上✓號) Part D – Questionnaire (Please ✓ the appropriate boxes)

1. 您從何處得知女童軍招募訊息？ Where did you learn about the Girl Guide recruitment message?

- 親友 Relatives and friends 女童軍官方網站 HKGGA official website
 女童軍招募橫額 HKGGA recruitment banner 女童軍招募海報 HKGGA recruitment poster
 報章雜誌 Newspaper/magazine 女童軍活動 HKGGA activities
 網路社群媒體 Social media (例如e.g. : Facebook, Instagram, 請註明 please specify): _____
 其他 Others (請註明 please specify): _____

2. 您選擇參加制服團體時，會考慮什麼因素？(可選多項) What is the reason for joining a uniform group? (multiple answer)

- 宗旨理念 Vision and mission 機構聲譽 Reputation
 活動及訓練質素 Quality of programme and training 制服特色 Uniform style
 有朋伴一起參加 Join with friend 活動地點方便 Accessible location
 活動時間 Time 費用 Fee
 其他 Others (請註明 please specify): _____

戊部：個人資料聲明 Part E – Personal Information Collection Statement

《個人資料私隱條例》 Personal Data (Privacy) Ordinance

申請人向香港女童軍總會提供個人資料時，必須注意下列事宜。

Persons who supply personal data in their applications to the Hong Kong Girl Guides Association for various purposes are requested to note the following:

1. 你必須提供本申請所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.
2. 請最少提供香港身份証/香港出世紙/護照號碼(首個字母連 4 個數字)，以供系統識別閣下身份。Please at least provide H.K. I.D. Card / HK Birth Cert. / Passport No. (The alphabetic prefix and the first 3 digits) for identification use.
3. 申請人提供的個人資料只用於處理會員申請/會員登記/紀錄/通訊及有關事宜。Personal data provided in the record form is to facilitate the process of membership applications/registration/ record purpose and correspondence and other related purposes.
4. 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所供的個人資料副本一份。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 provided by this form.

註：會員申請表格需連同有關《個人資料(私隱)條例》的通函[適用於18歲以下人士]或[適用於18歲及以上人士]一併遞交。
Remarks: Please submit the Membership Application Form with Circular Relating to the Personal Data (Privacy) Ordinance [For persons under the age of 18 years] or [For use in relation to persons of 18 years of age and over].

如申請人年滿18歲或以上，請填妥《個人資料(私隱)條例》的通函[適用於18歲及以上人士]，申請人可選擇填寫印刷版 (https://hkgga.org.hk/sites/hkggacms/files/upload/general%20circular%20%2818%20yrs%20above%29%28chi%29%28May%202019%29_0.pdf) 或掃描右方二維碼。

如申請人為18歲以下，請填妥下續第3頁(P.3)有關《個人資料(私隱)條例》的通函[適用於18歲以下人士]。

If you are age 18 or above, please complete and submit the Circular Relating to the Personal Data (Privacy) Ordinance [For use in relation to persons of 18 years of age and over] with the Membership Application Form. You can visit the link or scan the QR code on the right side for filling. (https://www.hkgga.org.hk/sites/hkggacms/files/upload/general%20circular%20%2818%20yrs%20above%29%28eng%29%28May%202019%29_0.pdf)

If you are under age 18, please complete and submit the Circular Relating to the Personal Data (Privacy) Ordinance [For persons under the age of 18 years] on the next page (P.3).



中文版



English version

(如申請人為十八歲以下人士必須家長/監護人簽名) (If you are under 18, it must have a parent/guardian's signature)

申請人簽署 Signature of Applicant:	日期 Date
家長/監護人姓名及簽署 Name & Signature of Parent / Guardian:	日期 Date
(姓名 Name)	(簽署 Signature)

辦事處專用 For Office Use Only

會員申請編號 Membership application No. : _____ 日期 Date : _____

登記女童軍資訊管理系統 (GGMS) 日期 GGMS Registration Date : _____

領袖回覆 Guider reply's: 接納 Accept / 沒有空額 No quota / 沒法聯絡 Unable to contact / 其他 Other : _____

編入隊伍 Unit No. : _____ 經手人 Noted by : _____ 日期 Date: _____

備註 Remarks : _____

己部：有關《個人資料(私隱)條例》(「《條例》」)的通函(「通函」)
Part F: Circular (“Circular”) Relating to The Personal Data (Privacy) Ordinance (The “Ordinance”)

[適用於18歲以下人士]
香港女童軍總會(「總會」)

有關《個人資料(私隱)條例》(「《條例》」)的通函(「通函」)

1. **收集個人資料**：總會不時需要就其活動向其會員收集個人資料(「資料」)。

2. **收集資料的目的**：資料是為下列目的而使用的：

- (i) 總會的日常運作；
- (ii) 會員登記、與會員通訊或其他有關目的；
- (iii) 向會員提供關於由總會透過其各區所籌辦項目及活動的消息；
- (iv) 向會員提供有關活動、訓練課程、興趣班、課堂、工作坊、聚會、交流計劃、旅遊、旅行、遠足、會議、論壇、研討會及營地以及其他活動的通知；
- (v) 提供由總會或其他組織或政府部門所發出的通訊、報告、宣傳小冊子、期刊或其他文件；
- (vi) 提供出席由其他組織或政府部門所籌辦的訓練程序及活動或者參加由其他組織或政府部門所籌辦的比賽的資訊或請柬；
- (vii) 與上文所列出的目的直接有關的目的。

未能提供資料可能導致總會無法接納某人士為會員。

3. **向其他人士轉移資料**：總會可將閣下的個人資料提供予不論是否總會成員的任何其他人士及/或為與女童軍運動有關的運作目的或任何其他目的而有需要使用閣下個人資料的任何其他人士。此等人士包括：

- (i) 贊助總會或其活動的贊助機構(包括學校及福利機構)的職員；
- (ii) 為在總會運作上提供意見及協助的目的而由總會成立的不同工作委員會及籌備委員會的成員；及
- (iii) 為支持及關注當地隊伍而設立的地方協會或分會的成員。

4. **查閱及改正資料的權利**：根據及按照《條例》的條款，任何個人有以下權利：

- (i) 查核總會是否持有關於他/她的資料及查閱該資料的權利；
- (ii) 要求總會改正任何有關他/她的不準確資料；及
- (iii) 確定總會在資料方面的政策及實務，並獲告知總會所持有個人資料的種類。

按照《條例》的條款，總會有權就處理任何查閱或改正資料的要求收取合理費用。

5. **個人資料及紀錄保留期限** (2015年5月增補)

根據及按照《條例》保障資料第二(2)原則，總會須採取所有切實可行步驟確保資料的保存時間不能超過使用該等資料而達到原定目的之實際所需。本會只在有必要的整段期間內保留個人資料。

因此，根據及按照《條例》的要求，總會將會依據以下附表刪除女童軍/女童軍職務人員/會員/義工的個人資料及相關紀錄：

- (i) 女童軍/女童軍職務人員/會員/義工由離任起計已滿18個月；
- (ii) 女童軍/女童軍職務人員/會員/義工已滿18歲及已經18個月沒有參與總會的活動。

女童軍/女童軍職務人員/會員/義工可以在上述提及刪除個人資料的預定日期之前以書面要求總會保留他/她的個人資料直至他/她向總會發給30天書面通知要求總會刪除他/她的個人資料。

6. **保障資料主任**：就上文第2及4段而言，任何關於查閱或改正資料，或索取關於資料政策及實務以及所持有資料種類的要求，應向下列人士提出：

保障資料主任
香港女童軍總會
香港九龍加士居道 8 號
電話：[2332 5523]
傳真：[2428 7787]
電郵：dpo@hkgega.org.hk

7. 本通函不會限制會員在《條例》下所享有的權利。

英文版本與中文版本如有任何不符或抵觸，將以英文版本為準。

2015年5月

本人已細閱及全面了解在本通函內所列出的條款，並且同意此等條款，但如在上文另有指明則除外。

日期：_____

姓名：_____ (正楷) 隊伍編號：_____

簽署：_____ 簽署：_____

會員

父母或監護人

[For use in relation to persons under the age of 18]

THE HONG KONG GIRL GUIDES ASSOCIATION (the "Association")

CIRCULAR ("CIRCULAR") RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE (THE "ORDINANCE")

1. Collection of Personal Data: From time to time, it is necessary for the Association to collect personal data in connection with its activities from its members ("Data").

2. Purposes of Collection: Purposes for which Data are used are as follows:

- (i) the daily operation of the Association;
- (ii) membership registration, correspondence with members or other related purposes;
- (iii) providing news to members regarding events and activities organized by the Association through any of its divisions;
- (iv) providing notices to members of activities, training courses, interest groups, classes, workshops, gatherings, exchange programmes, tours, trips, excursions, meetings, forums, conferences and campsites and other activities;
- (v) providing newsletters, reports, promotional pamphlets, periodicals, or other documentation issued by the Association or other organizations or government departments;
- (vi) providing information or invitations to attend programmes and activities or join in competitions which are organised by other organizations or government departments;
- (vii) purposes directly relating to the purposes listed above.

Failure to supply Data may result in the Association being unable to admit a person to membership.

3. Transferring of Data to Other Persons: The Association may provide your personal data to any other persons whether or not such persons are members of the Association and/or any other persons who need to use your personal data for operational purposes or any other purposes related to Guiding. These persons include:

- (i) Staff of Sponsoring Authorities including schools and welfare agencies which sponsor the Association or its activities;
- (ii) Members of different Working Committees and Organizing Committees set up by the Association for the purposes of advising and assisting in the operations of the Association; and
- (iii) members of Regional Associations or District Associations established to support and take an interest in local units

4. Right of Access and Correction: Under and in accordance with the terms of the Ordinance, any individual has the following rights:

- (i) to check whether the Association holds Data about him/her and the right of access to such data;
- (ii) to require the Association to correct any Data relating to him/her which are inaccurate; and
- (iii) to ascertain the Association's policies and practices in relation to Data and to be informed of the kind of personal data held by the Association.

In accordance with the terms of the Ordinance, the Association has the right to charge a reasonable fee for the processing of any data access or correction request.

5. Retention of Personal Data and Related Records (Added May 2015)

According to the Data Protection Principle 2(2) of the Ordinance, the Association is required to take all practical steps to ensure that personal data is not kept longer than is necessary for the fulfillment of the purpose for which it is to be used. In order to comply with this requirement, the Association will erase the personal data and related records for a Guide / Guide official /member / volunteer in accordance with the following schedule:-

- (i) eighteen months after a Guide / Guide Official / member / volunteer has resigned;
- (ii) once a Guide / Guide Official / member / volunteer has reached the age of 18 years of age and has ceased to participate in activities of the Association for a period of eighteen months.

A Guide/Guide official/member/volunteer may prior to the scheduled erasure date referred to above make a written request to the Association requiring it retain his/her personal data until he/she gives 30 days' notice in writing to the Association requesting it to erase his/her personal data.

6. Data Protection Officer: For the purposes of paragraphs 2 and 4 above, the person to whom requests for access to data or correction of data or for information regarding policies and practices and kinds of data held, are to be addressed is as follows:

The Data Protection Officer
 The Hong Kong Girl Guides Association
 8 Gascoigne Road, Kowloon, Hong Kong
 Telephone: [2332 5523]
 Fax : [2428 7787]
 E-mail: dpo@hkga.org.hk

7. Nothing in this Circular shall limit the rights of the members under the Ordinance.

If there is any inconsistency or conflicts between English and Chinese version, the English version will prevail.

May 2015

I have carefully read and I fully understand the terms set out in this Circular and agree with these terms unless otherwise specified above.

Date: _____

Name: _____ (Block Letters) Unit No.: _____

Signature: _____

Signature: _____

Member

Parent or Guardian

Circular relating to the Personal Data (Privacy) Ordinance
 For use in relation to persons under the age of 18
 Amended in May 2015