To: Department of Health (Attn: Organ Donation Promotion Coordinator 2)

致：衞生署（經辦人：器官捐贈推廣主任2）

Email 電郵地址: organdonation@dh.gov.hk

Fax傳真號碼: 2781 2599

# Promotional Activities on Organ Donation

# 器官捐贈推廣活動

**(1) Activities / Functions where public can join (including display/distribute organ donation publicity materials, set up exhibition/booth, broadcast organ donation promotion video, promotion on social media or website etc.) 可供公眾參與的活動 (包括張貼/派發器官捐贈宣傳品、設置展覽/推廣攤位、播放宣傳短片、於網頁/社交媒體推廣器官捐贈等)**

| **Name of activity / function**  **(in both English and Chinese)**  **活動名稱（中文及英文）** | **Date**  **日期** | **Time**  **時間** | **Venue (with detailed address**  **in both English and Chinese)**  **地點（詳細中文及英文地址）** | **District**  **地區**  **(1-18)\*** | **Details and nature of activity/ function (in both English and Chinese)**  **活動詳情及性質（中文及英文）** | **Name of organiser (in both English and Chinese)**  **主辦機構（中文及英文）** | **Website address / social media page of the activity/function**  **活動的網址/社交媒體專頁** | **Enquiry phone no. and email address for the activity/ function**  **有關活動的查詢電話及電郵地址** |
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| *e.g. Exhibition/booth on Organ Donation*  *器官捐贈展覽/攤位* | *14/11/2017* | *09:00 -18:00* | *1/F, 123 Hennessy Road, Wanchai, H.K.*  *軒尼詩道123號1樓* | *18* | *Exhibition/booth*  *展覽/攤位* | *XXX company*  *XXX 公司* | *www.xxx.hk/odactivity.htm* | *xxxx xxxx*  [*xxx@xxx.org.hk*](mailto:xxx@xxx.org.hk) |
| *e.g. Display publicity poster/pamphlets張貼/派發宣傳海報/單張* | *1-31/11/2017* | *Whole day* | *Room 10, 1/F, New City Centre, Kwun Tong, 觀塘將軍澳新城中心1樓10室* | *11* | *Display/distribute publicity materials in public area於公眾地點展示/派發宣傳物品* | *XXX medical centre*  *XXX 醫療中心* | *NA* | *xxxx xxxx*  [*xxx@xxx.org.hk*](mailto:xxx@xxx.org.hk) |
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Note: Please add additional sheets if necessary 註：如有需要請另加附頁

\* Districts 地區: 1. Islands 離島 2. Kwai Tsing 葵青 3. North 北區 4. Sai Kung 西貢 5. Sha Tin 沙田 6. Tai Po 大埔 7. Tsuen Wan 荃灣

8. Tuen Mun 屯門 9. Yuen Long 元朗 10. Kowloon City 九龍城 11. Kwun Tong 觀塘 12. Sham Shui Po 深水埗 13. Wong Tai Sin 黃大仙

14. Yau Tsim Mong 油尖旺 15. Central & Western 中西區 16. Eastern 東區 17. Southern 南區 18. Wan Chai 灣仔

**(2) Other Activities / Functions (including set up social media and websites dedicated to organ donation, production of publications, graphics, videos on organ donation) 其他推廣活動 (包括設立器官捐贈為主題的社交媒體及網站、製作有關器官捐贈的出版物、圖片及影片)**

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| **Name of activity / function (in both English and Chinese)**  **活動名稱（中文及英文）** | **Activity / Publication Date**  **活動/出版日期** | **Target audience (in both English and Chinese)**  **對象（中文及英文）** | **Details of activity/ function (in both English and Chinese)**  **活動詳情（中文及英文）** | **Relevant document / website address**  **相關文件/網址** | **Name of organiser**  **(in both English and Chinese)**  **機構中英文名稱** |
| *e.g. Organ donation post card design competition 器官捐贈明信片創作大賽* | *1-30/11/2017* | *Secondary students*  *中學生* | *xxxxxxxxxxx* | [*www.xxxxx*](http://www.xxxxx)  *See competition notice as attached.* | *XXX company*  *XXX 公司* |
| *e.g. Production of video on organ donation 製作器官捐贈短片* | *4/11/2017* | *Public*  *公眾* | *A short story of an organ recipient*  *一個器官受贈者的故事* | [*www.xxxxx*](http://www.xxxxx) | *XXX company*  *XXX 公司* |
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We agree to disclose the details of the above activities/functions (1) & (2) on the thematic webpage of organ donation ([www.organdonation.gov.hk](http://www.organdonation.gov.hk)) and Facebook page ([www.facebook.com/organdonationhk](http://www.facebook.com/organdonationhk)) of the Department of Health.

我們同意將以上活動資料發放於衞生署器官捐贈專題網頁 ([www.organdonation.gov.hk](http://www.organdonation.gov.hk)) 及 Facebook專頁(www.facebook.com/organdonationhk)

**(3) Activities / Functions confined to organisation (including ceremony/talk/function on organ donation, display/distribute of organ donation publicity materials at work place etc.) 只供機構內部參與的活動 (包括以推廣器官捐贈為主題的典禮/講座/活動、於工作間張貼/派發宣傳單張/海報、於員工通訊推廣器官捐贈等)**

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| *e.g. Distribute/display pamphlets/poster 派發/張貼宣傳單張/海報* | *19/11/2017* | *N.A.* | *XXX company*  *XXX 公司* | *1* | *Distribution/display of publicity materials*  *派發宣傳品* | *XXX company*  *XXX 公司* |
| *e,g. Sending circular / newsletter to staff/members於員工通訊推廣器官捐贈* | *1/11/2017* | *N.A.* | *XXX company*  *XXX 公司* | *2* | *Disseminating related information to staff/member向員工/會員發放相關資訊* | *XXX company*  *XXX 公司* |
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| Signature 簽署 |  |
| Name of contact person 聯絡人姓名 |  |
| Post title of contact person 聯絡人職銜 |  |
| Name of signatory 約章機構 |  |
| Contact tel. no. 聯絡電話 |  |
| Email 電郵地址 |  |
| Date 日期 |  |

**Personal Information Collection Statement《收集個人資料聲明》:**

Please be advised that it is voluntary for you to supply to the Department of Health your personal data. All personal data submitted will only be used for purposes which are directly related to this application.

請注意，你可自願向衞生署提供你的個人資料。你提供的所有個人資料只會用於與是次申請直接有關的用途。

The personal data you provide are mainly for use within the Department of Health but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in the preceding paragraph, 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.

你所提供的個人資料，主要供本署內部使用，但如有需要，也可能為前段所述目的，向其他政府決策局／部門或有關各方披露。此外，只有在你同意作出該項披露或該項披露是《個人資料﹝私隱﹞條例》所允許的情況下，本署才會向有關方面披露有關資料。

You have the right to request access to and correction of your personal data held by the Department of Health. Request for access or correction of personal data should be made in writing to Senior Executive Officer (Health Promotion), Health Promotion Branch, Department of Health, 7/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

你有權要求查閱及改正本署所持有你的個人資料。查閱或改正該等資料，可以書面形式向衞生署健康促進處高級行政主任﹝健康促進﹞提出，地址為香港灣仔軒尼詩道130號修頓中心7樓。