



收集個人資料聲明 Personal Information Collection Statement

在向香港浸信會醫院及/或其轄下醫療中心(包括但不限於啟德社區健康中心、香港浸信會醫院日間醫療中心及浸信會東九龍醫療中心)(下稱「本機構」)提供任何個人資料前，請先閱讀本聲明。

收集個人資料的目的

本機構職員及醫護人員可能會請你提供你的個人資料(包括但不限於閣下的姓名、性別、出生日期、身份證明文件種類和號碼、通訊資料、電郵地址、緊急聯絡人及/或親屬的個人資料及聯絡資料、信用卡或扣賬卡帳戶及帳單資料、保險資料及健康狀況資料)，及/或向任何適當的第三者查詢有關閣下的醫療記錄/有關資料，以使用於有關閣下的健康護理或治療目的及任何直接有關的目的，包括但不限於核實閣下的身份、服務預約及登記及/或就該等服務的安排與閣下聯絡、有關繳付帳單及/或保險索償的事宜、調查和處理查詢或投訴、醫學統計及審核。

提供個人資料給本機構是自願性的。所有收集的個人資料會互通於本機構的醫療系統以提供適時及有效的醫療服務。閣下須確保所提供的個人資料是準確和完整，否則將會影響我們為你提供的健康護理服務。

轉移及披露個人資料

本機構於上述情況下收集的個人資料可能會交予下列人士：

- (1) 閣下的主診醫生/醫護人員；
- (2) 本機構授權的適當人士使其取得和參閱閣下的醫療記錄作為醫療之用；
- (3) 聯繫醫生/醫護人員及/或第三方供應商為閣下提供醫療服務；
- (4) 閣下的承保人/中介人或本機構支付服務供應商；
- (5) 在法例所規定/容許下、在因為公眾利益需要或在用以核實閣下的身份作為其他用途的情況下，向適當的部門/辦事處/管理機構等透露閣下的個人資料。

本機構將會在得到你的同意後，才使用/披露你的個人資料作為其他目的。

查閱/改正資料要求

根據《個人資料(私隱)條例》，閣下可要求查閱及/或改正本機構持有閣下的個人資料，查閱資料要求表格和有關申請費用可於本機構的網頁下載或向保障資料辦事處查詢。

地址: 香港九龍窩打老道222號 - 香港浸信會醫院 (保障資料辦事處)

電郵: mro@hkbh.org.hk

Please READ this statement before you provide any personal information to Hong Kong Baptist Hospital and/or its affiliated Medical Centres (including, but not limited to, Kai Tak Community Health Centre, HKBH Ambulatory Medical Centre and HKBH East Kowloon Medical Centre) ("The Organisation")

Purposes of Collection

Our staff members and healthcare providers may ask you to provide personal data (including, but not limited to, your name, gender, date of birth, identification document type and number, home address, email address, emergency contact person's name and contact details, credit or debit account and billing information, insurance information and health status information), and/or obtain from any appropriate third party your medical history/relevant information. Such information is for purposes relating to your healthcare/treatment related purposes or purposes directly related to any of them including verification of your identity, appointment booking and registration and/or communication with you in relation to arrangement / provision of services, handling matters related to payment and/or insurance claims, investigation and processing of enquiries or complaints, clinical statistics and audit,.

The provision of your personal data is voluntary. The personal data collected is interoperable with the clinical and operational systems in the Organisation to render a seamless information system for timely and efficient healthcare services. You have to make sure that such data is accurate and complete, otherwise, it may affect our ability to provide services to you.

Transfer and Disclosure of Personal Data

You should note that your personal data collected in the above circumstances may be made available to the following parties:

- (1) your attending doctors and healthcare providers;
- (2) authorized person of the Organisation to access and view your medical records for healthcare purpose;
- (3) affiliated doctors/healthcare providers and/or third party service providers for purposes related to the provision of healthcare services;
- (4) your insurer / agent or payment service provider(s) of the Organisation;
- (5) appropriate departments/agencies/authorities etc. when disclosure is required or permitted by law, is necessary in the public interest or enables verification of your identity/status for other purposes.

We will obtain your consent before using / disclosing your personal data for other purposes.

Data Access/Correction Requests

Under the Personal Data (Privacy) Ordinance, you may make a request to access and/or correct the personal data we holds. Application form for Data Access Request and related scale of fees are available at the Organisation webpage or you may contact our Data Protection Office for details.

Address: Data Protection Office, Hong Kong Baptist Hospital, 222 Waterloo Road, Kowloon, Hong Kong

Email: mro@hkbh.org.hk