



核對程序要求表格

MATCHING PROCEDURE REQUEST FORM

根據香港法例第486章《個人資料(私隱)條例》(下稱「條例」)第67條訂明的表格，於2012年10月1日生效
Specified under section 67 of the Personal Data (Privacy) Ordinance, Cap 486, Laws of Hong Kong ("the Ordinance"), with effect from 1 October 2012.

本表格適用於條例第31條所指的核對程序要求(下稱「要求」)。資料使用者必須取得個人資料私隱專員(下稱「私隱專員」)給予條例第32條所指的同意，始可進行表格所述的核對程序(註1)。根據條例第31(4)條，任何資料使用者在根據第31(1)條提出的要求中，為了取得私隱專員對進行該項核對程序的同意，而提供虛假或具誤導性的資訊，即屬犯罪，一經定罪，可處第3級罰款及監禁6個月。
This form is for making a request under section 31 of the Ordinance ("the Request") for the consent of the Privacy Commissioner for Personal Data ("the Privacy Commissioner") under section 32 of the Ordinance to carry out the matching procedure (Note 1) specified in the completed form. It is an offence under section 31(4) of the Ordinance for a data user who, in a matching procedure request made under section 31(1), supplies any false or misleading information for the purpose of obtaining the Privacy Commissioner's consent to the Request. An offender is liable on conviction to a fine at level 3 and to imprisonment for 6 months.

甲部 PART A

提出申請的資料使用者(註2)(下稱「申請者」)(註3)的詳細資料

Particulars of Data User (Note 2) Making the Request ("the Requestor") (Note 3)

姓名/名稱(正楷) Name (in block letters) _____

地址(正楷) Address (in block letters) _____

電話號碼 傳真號碼
Tel. no. _____ Fax no. _____

聯絡人(註4)及其職位(如適用)
Contact person (Note 4) and job title (if applicable) _____

乙部 PART B

核對程序的詳情

Details of Matching Procedure

1. 要求核對的個人資料(註5)詳情
Details of personal data (Note 5) to be matched under the Request

第一套個人資料(申請者所收集的個人資料)
Personal Data Set 1 (personal data collected by the Requestor)

第二套個人資料(用作核對的個人資料)
Personal Data Set 2 (personal data that is to be matched)

2. 用作核對的第二套個人資料的資料使用者(註6)的詳細資料

Particulars of data user who collected Personal Data Set 2 (Note 6) that is to be matched

姓名/名稱(正楷) Name (in block letters) _____

地址(正楷) Address (in block letters) _____

電話號碼

Tel. no. _____

傳真號碼

Fax no. _____

聯絡人及其職位(如適用)

Contact person and job title (if applicable) _____

3. 收集擬作核對用的有關個人資料時所述明的目的(註7):

Purposes for which the personal data to be matched is/was to be used when it is/ was collected (Note 7):

第一套個人資料:

Personal Data Set 1:

第二套個人資料:

Personal Data Set 2:

如涉及超過兩套個人資料或超過兩個資料使用者,請另頁書寫用作核對的個人資料詳情、有關資料使用者的詳細資料及收集有關資料時所述明的目的。

If more than two sets of personal data are involved or more than two data users in respect of the sets of personal data are to be matched, give the relevant details of the personal data to be matched, the data user(s) concerned and purposes of collection on a separate sheet.

4. 現申請 進行一次* / 連續進行* 核對程序。

Consent is sought for the matching procedure to be carried out as a single exercise* / on a continuing basis*

**刪去不適用者*

** delete where appropriate*

5. 如申請連續進行核對程序，請述明進行核對程序的頻密程度(如屬固定的話)及/或在甚麼情況下進行核對程序。

If on a continuing basis, state the frequency (if this is fixed) and/or the circumstances under which the matching procedure will be carried out.

6. 核對結果的可能用途：

Purpose(s) for which the results of the matching procedure may be used :

丙部 PART C

支持申請的資料

Information in Support of the Request

1. 進行核對程序所帶來的公眾利益(如有的話)：

The public interest (if any) to be served by carrying out the matching procedure :

2. 核對程序結果可能用以對資料當事人(註8)採取的不利行動，以及不利行動對有關資料當事人可能帶來的後果：

The adverse action that could result from the matching procedure in respect of a relevant data subject (Note 8) and the likely consequences of the adverse action for that data subject :

3. 對資料當事人採取不利行動前所採取的措施及程序(如有的話)，以便有關資料當事人可就核對程序所產生或核實的個人資料，提出改正資料要求(註9)：

Practices and procedures (if any) that will be followed to enable a relevant data subject to make a data correction request (Note 9) in respect of the personal data produced or verified by the matching procedure before any adverse action is taken against the data subject :

4. 為確保核對程序所產生或核實的個人資料的準確性而採取的措施及程序(如有的話)：

Practices and procedures (if any) that will be followed to ensure the accuracy of personal data produced or verified by the matching procedure :

5. 進行核對程序前，有關資料當事人獲告知核對程序的程度：

The extent (if any) to which the data subjects concerned will be informed of the matching procedure before it is carried out :

6. 除進行核對程序外，其他實際可行的辦法：

The availability or otherwise of practicable alternatives to the matching procedure :

7. 核對程序所帶來的好處：

The benefits to be derived from the matching procedure :

8. 若過往曾向私隱專員提出與乙部相同的要求並獲私隱專員給予條例第32條所指的同意，請在此段填寫該申請個案的申請日期及私隱專員給予的編號及在丁部第1段提供所需的附加資料：

If the same Request as stated in Part B was made to the Privacy Commissioner in the past and the consent of the Privacy Commissioner was given under section 32 of the Ordinance, please provide the date when the previous request was made and the reference number given to it by the Privacy Commissioner and provide the additional information set out in paragraph 1 of Part D :

9. 若過往曾被私隱專員拒絕任何核對程序要求，請在此段填寫私隱專員給予該申請的個案編號：

If any matching procedure request was rejected by the Privacy Commissioner in the past, please write down the reference number given by the Privacy Commissioner to that request :

丁部 PART D

附加資料

Additional Information to be Supplied

1. 在丙部第8段適用的情況下，申請者請提供以下資料：

Where paragraph 8 of Part C is applicable, the Requestor shall supply the following additional information :

在最後獲得私隱專員同意的十二個月內，或私隱專員同意期內的最後年度中，

In respect of the 12 months period after consent was last given by the Privacy Commissioner or the last year of the consent period,

(a) 獲批准的核對程序或在提交該申請時所提供的資料是否已更改，如有，請述明有關更改。
whether there is any change to the matching procedure previously approved or any change in the information previously provided in the application(s) for consent, and if so, what is/are the change(s) :

(b) 進行核對程序的頻密程度：
the frequency of matching procedure conducted :

(c) 進行核對程序所涉及的資料當事人的數量：
the number of data subjects involved in the matching procedure conducted :

(d) 如有的話，請述明藉着核對程序所「命中」（意指藉着核對程序找到、驗證到或憑着核對程序的結果達致可驗證）的資料當事人的數量。
whether there is any "hit" (i.e. matched record or data produced or verified by or resulting from the matching procedure) and the number of data subject(s) concerned, if any :

(e) 核對程序的結果有否導致對資料當事人採取不利行動；如有，請註明受影響資料當事人的數量；如沒有，請述明原因。
whether there is any adverse action taken against any data subject as a result of the matching procedure; if yes, the number of data subject(s) affected; if no, the reason(s) therefor :

2. 一個展示整個核對程序的流程圖。

A flowchart showing the entire workflow of the matching procedure.

3. 假如在本表格戊部作出法定聲明的個人並非政府部門首長或機構首長，又或申請者是有限公司，便須向私隱專員提交可令私隱專員信納的書面證明（例如董事會會議記錄、授權書或委託書等的經核證真確副本），以證明聲明人已獲授權代表申請者提出上述要求。

Where the person who makes the statutory declaration under Part E of this form is a person other than the head of the department or organization (in the case where the Requestor is a Government Department or an organization) or where the Requestor is a limited company, documentary proof (such as certified true copies of Board Minutes, authorization, mandate, etc.) of the authority of the declarant to make the Request on behalf of the Requestor shall be provided to the Privacy Commissioner to his satisfaction.

戊部 PART E

法定聲明

Statutory Declaration

本人 (正楷中英文姓名)

I, (name in block letters) _____

(聲明人的姓名應與其香港身份證/護照所示相同)(註10)

(name of declarant as shown in his/her Hong Kong Identity Card or passport, including Chinese characters, if any) (Note 10), of
(正楷地址),

_____ (address in block letters),

(職位全名),

_____ (full job title),

為提出要求的申請者*/獲授權人*, 現謹以至誠鄭重聲明: 據本人所知及所信, 本表格所載資料全屬真實正確。
being the Requestor* / person duly authorized by the Requestor to make the Request*, do hereby solemnly and sincerely declare that the particulars contained in this form are true and correct to the best of my knowledge and belief.

*刪去不適用者

* delete where appropriate

本人謹憑藉《宣誓及聲明條例》衷誠作出此項鄭重聲明, 並確信其為真確無訛。

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

申請人簽署:

Signature of the applicant: _____

此項聲明是於 _____ 年 _____ 月 _____ 日在香港 _____ ,

Declared at _____, Hong Kong this _____ day of _____,

在本人面前作出(註11),

Before me (Note 11),

監誓者簽署

Signature of the person administering the statutory declaration

姓名(正楷):

Name in block letters: _____

職銜: 太平紳士* / 公證人* / 監誓員*

Designation: Justice of the Peace* / Notary Public* / Commissioner for Oaths*

*刪去不適用者

* delete where appropriate

己部 PART F

收集個人資料聲明

Personal Information Collection Statement

本表格所收集的個人資料, 會用於處理核對程序的申請, 以及與要求有關的跟進工作。有關個人有權向個人資料私隱專員公署提出要求查閱及要求改正公署所收集及持有的個人資料。有關的查閱或改正要求可向香港灣仔皇后大道東248號12樓個人資料私隱專員公署行政經理提出。

Any personal data collected by this form and in relation to the Request will be used for the purpose of processing the relevant request for consent to carry out a matching procedure and follow-up actions as required in relation to the Request. The individuals concerned have rights of access to and correction of the personal data collected and held by this Office. Access or correction requests in this regard may be made to the Administration Manager, Office of the Privacy Commissioner for Personal Data, 12/F, 248 Queen's Road East, Wanchai, Hong Kong.

個人資料私隱專員公署

Office of the Privacy Commissioner for Personal Data

(10/2012)

(10/2012)

表格 OPS002

Form OPS002

核對程序要求表格 – 註釋

- 註1：根據《個人資料(私隱)條例》(下稱「條例」)第2條，「核對程序」的定義是指：
「將為1個或1個以上的目的而取自10個或10個以上的資料當事人的個人資料與為其他目的而自該等資料當事人收集的個人資料比較的程序(用人手方法的除外)，而——
(a) 所作比較(不論是全部的還是部分的)是為了產生和核實可(即時或於其後任何時間)用作對任何該等資料當事人採取不利行動的資料的；或
(b) 所作比較產生和核實資料，而就該資料而言可合理地相信將該資料(即時或於其後任何時間)用作對任何該等資料當事人採取不利行動是切實可行的。」
- 註2：根據條例第2條，「資料使用者」的定義是：
「就個人資料而言，指獨自或聯同其他人或與其他人共同控制該資料的收集、持有、處理或使用的人。」
- 註3：提出申請的資料使用者，必須是進行核對程序的資料使用者，兩者須為同一人。
- 註4：所提供的聯絡人須知悉事件的情況，並能回應個人資料私隱專員就有關事宜提出的問題。
- 註5：列出核對程序涉及的個人資料類別，在填上有關的個人資料類別時，應參照有關個人資料的內容，例如姓名、地址、收入。根據條例第2條，「個人資料」的定義是指符合以下說明的任何資料：
「(a) 直接或間接與一名在世的個人有關的；
(b) 從該資料直接或間接地確定有關的個人的身分是切實可行的；及
(c) 該資料的存在形式令予以查閱及處理均是切實可行的。」
- 註6：如有關資料使用者與提出申請的資料使用者為同一人，請填上「甲部所指的資料使用者」。至於地址、聯絡人、電話號碼及傳真號碼等欄則不用填寫。
- 註7：應特別參照收集個人資料之時或之前向資料當事人述明的目的(如有的話)。
- 註8：根據條例第2條，「資料當事人」的定義是指：
「就個人資料而言，指屬該資料的當事人的個人。」
- 註9：依據條例第22(1)條，如資料當事人認為資料使用者按查閱資料要求而提供的資料不準確，他可以提出改正資料要求，要求資料使用者作出更正。
- 註10：下列人士可就提出要求而作出法定聲明：如要求為個人提出，須由該個人作出聲明；如要求為政府部門或機構提出，須由該政府部門首長、機構首長或獲授權人作出聲明；如要求為有限公司提出，須由董事本人或獲董事會授權的人作出聲明。
- 註11：法定聲明須在太平紳士、公證人、監誓員或其他根據香港當其時施行的法律條文而有權在香港監理或接受聲明的人面前作出。

MATCHING PROCEDURE REQUEST FORM - NOTES

- Note 1 : The definition of “matching procedure” in section 2 of the Personal Data (Privacy) Ordinance (“the Ordinance”) is :
“any procedure whereby personal data collected for 1 or more purposes in respect of 10 or more data subjects is compared (except by manual means) with personal data collected for any other purpose in respect of those data subjects where the comparison -
(a) is (whether in whole or in part) for the purpose of producing or verifying data that; or
(b) produces or verifies data in respect of which it is reasonable to believe that it is practicable that the data,
may be used (whether immediately or at any subsequent time) for the purpose of taking adverse action against any of those data subjects.”
- Note 2 : The definition of “data user” in section 2 of the Ordinance is :
“in relation to personal data, means a person who, either alone or jointly or in common with other persons, controls the collection, holding, processing or use of the data.”
- Note 3 : The data user making the Request should be the data user who will carry out the matching procedure.
- Note 4 : In each case where the name of a contact person is requested, the name provided should be of someone who is able to give informed responses to questions from the Privacy Commissioner on the relevant matters.
- Note 5 : List the items of personal data to be matched under the Request. The kinds of personal data should be specified by reference to the content of the personal data concerned, e.g. name, address, income. The definition of “personal data” in section 2 of the Ordinance is :
“any data -
(a) relating directly or indirectly to a living individual;
(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
(c) in a form in which access to or processing of the data is practicable.”
- Note 6 : If the data user concerned is the data user making the Request, state “data user specified in Part A” and leave the address, contact person, telephone and fax number sections blank.
- Note 7 : Reference should be made, in particular, to the purposes (if any) the data subjects were informed of on or before the collection of the personal data as the purposes for which the data was to be used.
- Note 8 : The definition of “data subject” in section 2 of the Ordinance is :
“in relation to personal data, means the individual who is the subject of the data.”
- Note 9 : Pursuant to section 22(1) of the Ordinance, where the data subject considers that the data supplied by the data user under a data access request is inaccurate, he may make a data correction request to the data user for making the necessary correction.
- Note 10 : The person who makes the statutory declaration in support of the Request shall be, where the Request is made by an individual, the individual himself and where the Request is made by a government department or an organization, the head of the department or organization or someone duly authorized by the head of the department or organization and where the Request is made by a limited company, the director or someone duly authorized by the Board of Directors.
- Note 11 : The statutory declaration shall be made before a justice of the peace, notary public, a commissioner for oaths or other person having authority under any legal provision for the time being in force in Hong Kong to take or receive a declaration.