



申請閱覽消防裝置及設備圖則表格
Application Form for Viewing of the Fire Service Installations and Equipment Plan

英文姓名(請先填寫姓氏) English Name (Surname first)		中文姓名 Chinese Name	
申請團體名稱 Name of Organization			
消防裝置或設備所在處所的地址(請以英文正楷填寫) Address of the premises in which the fire service installations and equipment was installed (in BLOCK letters)			
		香港 HK <input type="checkbox"/>	九龍 Kln <input type="checkbox"/>
		新界 NT <input type="checkbox"/>	地區 District _____
通訊地址 Correspondence Address			
		香港 HK <input type="checkbox"/>	九龍 Kln <input type="checkbox"/>
		新界 NT <input type="checkbox"/>	地區 District _____
電郵地址 E-mail Address		傳真號碼 Fax No.	
聯絡電話 Contact Tel. No.	手提電話號碼 Mobile Phone No.	閱覽目的 Purpose of Viewing	
申請人聲明 Declaration of the Applicant		本人現聲明，所查閱及複印的指明文件或指明文件記錄內的資料會用作上述閱覽目的事宜及本人現承諾，不會把所得資料作任何其他用途。 任何人如作出虛假聲明或就重要事項作出失實陳述可能會被檢控。 I hereby declare that the information in the specified documents or specified document records to be inspected and copies to be ordered from the application will be used to abovementioned purpose. Any person making a false declaration or misrepresenting a material fact may subject to prosecution.	
申請人簽署 Signature of the Applicant		日期 Date	

註:
Remarks:

- (甲) 申請人在本表格所提供的資料僅供本處負責此申請的人員作行政用途，並方便本處與申請人聯絡。
- (A) Information provided herein by the applicant will only be used by staff of the Department responsible for the application for administrative purposes, and for communication between the Department and the applicant.
- (乙) 申請人有權根據《個人資料(私隱)條例》的規定，要求查閱或改正填報於本表格內的個人資料。這些要求可以書面送交九龍油麻地渡華路4號消防處西九龍綜合大樓6樓消防設施監督課，信封面請註明「申請閱覽消防裝置及設備圖則」。
- (B) The applicant shall have the right to request access to or correction of personal data provided herein under the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to Fire Protection Facilities Supervision Division, 6/F, Fire Services Department West Kowloon Complex, 4 To Wah Road, Yau Ma Tei, Kowloon. Please mark “Application for Viewing of the Fire Service Installation Plan” on the envelope.

- (丙) 本處依循條例定下的七項保障資料原則在處理個人資料，本處承諾：
- (C) The Department follows the seven Data Protection Principles in the PDO in handling personal data, and undertakes to:
- (壹) 經合法和公平的途徑收集足夠而不過量的個人資料。資料只供與處方的職能和活動有關的合法目的之用；
- (1) collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the department's functions and activities;
- (貳) 採取所有切實可行的措施，確保為特定用途而收集或保存的個人資料正確無誤；
- (2) take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- (參) 把為特定用途而收集但已不再需要的個人資料刪除；
- (3) erase personal data which are no longer necessary for the purposes for which they are to be used;
- (肆) 為特定用途而收集的個人資料，只會用於與該用途有關或直接有關的用途上，除非有關人士表明允許改變用途或這類用途合乎法規；
- (4) use the personal data collected only for the purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- (伍) 採取所有切實可行的措施，確保個人資料得到保障，不會出現未經許可或意外查閱、處理、刪除等情況或作其他用途；
- (5) take all reasonably practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure or other use;
- (陸) 採取所有切實可行的措施，確保有關人士可得知處方保存的資料的種類和資料的用途；以及
- (6) take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the department holds and the purposes for which the data are to be used; and
- (柒) 容許資料當事人查閱或改正個人資料，並按照法例所容許或規定的方式，處理任何這類的查詢／改正要求。
- (7) permit persons to access and correct personal data of which they are the data subject and process any such access/correction requests in a manner permitted or required by law.
- (丁) 提供個人資料與否純屬自願。然而，如你未能按要求提供所需資料，或提供不準確的資料，本處或無法處理你的申請。
- (D) Provision of personal data is solely voluntary. However, if you fail to provide the necessary information as requested or have provided inaccurate information, the Department may not be able to process your application.
- (戊) 在緊急情況下，閱覽消防圖則的安排將可能被迫隨時取消。
- (E) Viewing of Fire Service Installations Plan may be cancelled due to exigencies of the Service.
- (己) 請將填妥的表格以傳真(2722 1915)、郵寄(九龍油麻地渡華路4號消防處西九龍綜合大樓6樓消防設施監督課)或電郵(co_fpbs@hkfsd.gov.hk)方式向本處提交申請。
- (F) Please submit the completed form by fax(2722 1915), by post (Fire Protection Facilities Supervision Division, 6/F, Fire Services Department West Kowloon Complex, 4 To Wah Road, Yau Ma Tei, Kowloon) or by email(co_fpbs@hkfsd.gov.hk).