



申请阅览消防装置及设备图则表格

Application Form for Viewing of the Fire Service Installations and Equipment Plan

英文姓名(请先填写姓氏) English Name (Surname first)		中文姓名 Chinese Name	
申请团体名称 Name of Organization			
消防装置或设备所在处所的地址(请以英文正楷填写) Address of the premises in which the fire service installations and equipment was installed (in BLOCK letters)			
		香港 HK ☐	九龙 Kln ☐
		新界 NT ☐	地区 District _____
通讯地址 Correspondence Address			
		香港 HK ☐	九龙 Kln ☐
		新界 NT ☐	地区 District _____
电邮地址 E-mail Address		传真号码 Fax No.	
联络电话 Contact Tel. No.	手提电话号码 Mobile Phone No.	阅览目的 Purpose of Viewing	
申请人声明 Declaration of the Applicant		本人现声明, 所查阅及复印的指明文件或指明文件记录内的数据会用作上述阅览目的事宜及本人 现承诺, 不会把所得数据作任何其他用途。	
		任何人如作出虚假声明或就重要事项作出失实陈述可能会被检控。	
		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.	
		申请人签署 Signature of the Applicant	
		日期 Date	

註:
Remarks:

- (甲) 申请人在本表格所提供的资料仅供本处负责此申请的人员作行政用途, 并方便本处与申请人联络。
- (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) 申请人有权根据《个人资料(私隐)条例》的规定, 要求查阅或改正填报于本表格内的个人资料。这些要求可以书面送交九龙油麻地渡华路4号消防处西九龙综合大楼6楼消防设施监督课, 信封面请注明「申请阅览消防装置及设备图则」。
- (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) 本处依循条例定下的七项保障数据原则在处理个人资料，本处承诺：
- (C) The Department follows the seven Data Protection Principles in the PDO in handling personal data, and undertakes to:
- (壹) 经合法和公平的途径收集足够而不过量的个人资料。资料只供与处方的职能和活动有关的合法目的之用；
- (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) 采取所有切实可行的措施，确保为特定用途而收集或保存的个人资料正确无误；
- (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;
- (叁) 把为特定用途而收集但已不再需要的个人资料删除；
- (3) erase personal data which are no longer necessary for the purposes for which they are to be used;
- (肆) 为特定用途而收集的个人资料，只会用于与该用途有关或直接有关的用途上，除非有关人士表明允许改变用途或这类用途合乎法规；
- (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) 采取所有切实可行的措施，确保个人资料得到保障，不会出现未经许可或意外查阅、处理、删除等情况或作其他用途；
- (5) take all reasonably practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure or other use;
- (陆) 采取所有切实可行的措施，确保有关人士可得知处方保存的数据的种类和数据用途；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) 容许数据当事人查阅或改正个人资料，并按照法例所容许或规定的方式，处理任何这类的查询／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) 提供个人资料与否纯属自愿。然而，如你未能按要求提供所需数据，或提供不准确的资料，本处或无法处理你的申请。
- (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) 在紧急情况下，阅览消防图则的安排将可能被迫随时取消。
- (E) Viewing of Fire Service Installations Plan may be cancelled due to exigencies of the Service.
- (己) 请将填妥的表格以传真(2722 1915)、邮寄(九龙油麻地渡华路4号消防处西九龙综合大楼6楼消防设施监督课)或电邮(co_fpbs@hkfsd.gov.hk) 方式向本处提交申请。
- (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).