

For staff ONLY
Volunteer No. _____
Process date _____
Handled by _____



港青義工登記表格 VOLUNTEER REGISTRATION FORM

第一部基本資料 Section 1 GENERAL INFORMATION :

您是香港基督教青年會的會員嗎？ Are you currently a member of the YMCAHK?

<input type="checkbox"/> 是 Yes	如是，請填寫會員號碼 If Yes, please fill out your membership No _____ 及直接跳至第二部 and go to SECTION 2
<input type="checkbox"/> 否 No	請填寫以下個人資料 Please fill out your personal particulars

*英文姓名 FULL Name in English: _____	*中文姓名 FULL name in Chinese: _____
性別 Gender: <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	
出生日期 Date of Birth: __日 DD __月 MM __年 YY	年齡 Age: _____
身份證號碼 Identity Card no. (請填上英文字母及頭3個數字 pls fill in the alphabet & first 3 numbers) : __ __ __ __ __ X X X (X)	
*手提電話 Mobile : _____	*電子郵件 Email: _____

第二部有興趣參與的義工服務 Section 2 VOLUNTEER INTEREST (可選多於一項 Can choose more than 1):

<input type="checkbox"/> 義剪服務 Hair Cut Service for Elderly	<input type="checkbox"/> 課托服務 After School Care Service
<input type="checkbox"/> 陪診服務 Elderly Escort Service	<input type="checkbox"/> 社區派飯 Free Meal Distribution
<input type="checkbox"/> 玩具再生工作坊 Toy Reborn Workshop	<input type="checkbox"/> 有機農場 Organic Farm
<input type="checkbox"/> 其他 Others : _____	

第三部義工服務經驗和技能 Section 3 VOLUNTEER SERVICE EXPERIENCE & SKILLS:

義工服務經驗 Volunteer Experience: _____ 年 Year (s)
資歷/ 技能 Qualification / Skills: <input type="checkbox"/> 急救 First Aid <input type="checkbox"/> 運動 Sports <input type="checkbox"/> 攝影 Photography / Videography <input type="checkbox"/> 音樂 Music <input type="checkbox"/> 美術設計 Arts Design <input type="checkbox"/> 手工藝 Handcrafts <input type="checkbox"/> 活動支援 Activity support <input type="checkbox"/> 其他 Others: _____

請閣下所提供的資料將提供港青各個部門使用。如果有合適的義工服務，港青有關部門將直接與您聯絡。感謝您對香港基督教青年會的支持。 Personal information above will be released to respective Sections for record. Direct contact will be made to you when appropriate volunteer opportunities are available. Thank you for supporting YMCAHK

請 ✓ 出適用者 Please ✓ the applicable

有 * 標記是必填欄項目 Fields marked * are required

第四部收集個人資料聲明 : Section 4 PERSONAL INFORMATION COLLECTION STATEMENTS :

- 收集資料的目的 : Purpose of Collection: 香港基督教青年會使用你提供的個人資料，向你/申請人提供你/申請人所需要的活動、課程或服務，包括但不限於監察、檢討及發展各項活動、課程或服務。
The YMCA of Hong Kong ("YMCA") will collect your personal data to provide you/ the applicant activities, programmes or services relevant to your needs, including but not limited to monitoring, review and development of activities, programmes or services.
- 資料的轉移 : Transfer data: 你所提供的個人資料，會供本機構在工作上需要知道該等資料的職員或指定人士使用。此外，本機構在需要時亦只會向下列有關方面披露該等資料：
a) 活動、課程或服務的協辦機構或團體
b) 香港基督教青年會所委託的指定機構，(不限於) 處理 / 跟進保險索償個案、檢討服務等事宜
c) 由法律授權或法律規定須向其披露資料的有關方面
The personal data you provide will be made available to persons working in the YMCA or persons designated on a need-to-know basis. Apart from this, the data may only be disclosed to the relevant parties in the circumstances listed below :
- 查閱個人資料 : Access to Personal Data: a) Co-operative activity, programme or service providers.
b) Other parties commissioned by the YMCA for the purposes of processing insurance claims, evaluation and review of services and other issues related to the YMCA.
c) Where such disclosure is authorized or required by law.
除了《個人資料 (私隱) 條例》規定的豁免範圍外，你有權要求查閱和更正本機構所持有關於你的個人資料，你亦可要求索取這些資料的副本。不過，在一般情況下，如收集資料的目的已經完成，本機構會刪除有關的個人資料。
Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data or obtaining a copy of the data you provided. However, under normal circumstances, data will be erased after fulfilling the purposes of collection.
請確保你向香港基督教青年會提供的資料正確無誤。如欲查閱或更正本機構所持有關於你的個人資料，請以書面方法提出。
聯絡：香港基督教青年會會員及社區服務部總辦公室
地址：九龍尖沙咀梳士巴利道 41 號
Please ensure that the data you provide to the YMCA are accurate. If you would like to access or correct your personal data, please contact the YMCA in writing.
Contact: Head Office of Member and Community Services (M&CS), the YMCA of Hong Kong
Postal Address: 41 Salisbury Road, Tsim Sha Tsui, Kowloon
- 查詢 : Enquiries: 請確保你向香港基督教青年會提供的資料正確無誤。如欲查閱或更正本機構所持有關於你的個人資料，請以書面方法提出。
聯絡：香港基督教青年會會員及社區服務部總辦公室
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Contact: Head Office of Member and Community Services (M&CS), the YMCA of Hong Kong
Postal Address: 41 Salisbury Road, Tsim Sha Tsui, Kowloon
- 申請人聲明 : Declaration by the Applicant: 1) 本人明白及同意香港基督教青年會透過本表格收集本人的個人資料，並利用我的個人資料，作處理申請、安排課程 / 活動 / 服務內容 (包括但不限於班務、點名、貼堂、領取證書)、宣傳、檢討服務、統計、意見調查、調查 / 跟進其他與香港基督教青年會有關的服務或事宜之用。
2) 本人明白及同意香港基督教青年會可能把本人的個人資料作上述的資料轉移用途。
3) 本人明白及同意香港基督教青年會可能會使用本人的個人資料 (包括但不限於姓名、地址、電郵地址、電話號碼、肖像及錄像)，向本人提供有關香港基督教青年會的相關活動、課程或服務及推廣活動等的相關資訊；並同意香港基督教青年會亦可能把本人的個人資料，用作推廣香港基督教青年會提供的活動、課程或服務之用途。
4) 會員 [參加者] 提供的個人資料 (包括姓名、聯絡方法及其他資料如曾參加的活動、課程、服務等) 將用作與港青溝通渠道，港青將透過信件、電子郵件、流動電話和其他社交媒體等為會員 [參加者] 送上港青的最新課程、服務資料及推廣訊息。這些資訊亦將包括講座及活動、折扣優惠、尊享優惠、聯誼及籌款活動等。會員 [參加者] 可隨時以書面方式向港青申明是否願意繼續接收有關資訊。
1) I understand and accept that the YMCA will, through this application form, collect my personal data which would be used for processing my application, arranging activities, programmes or services (including but not limited to class administration work), promotion, evaluation of services, statistics, surveys, investigation and following up of other issues related to the YMCA.
2) I understand and accept that the YMCA may transfer my personal data for the above purposes.
3) I understand and agree that the YMCA may use my personal data (including but not limited to my name, correspondence address(es), contact telephone number(s), email address(es), photo record(s) and video record(s)) to provide me information on related activities, programmes or services; I also accept that my personal data may be used for promoting activities, programmes or services provided by the YMCA.
4) From time to time, the Association will send the latest updates and promotional materials to Member(s) [or Participant (s)] on the availability of the activities, programmes, and/ or services. This will also include seminars and events, discounts and offers, networking opportunities and fund-raising initiatives. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using Member(s)' [or Participant(s)'] personal data (including, but without limitation to, Member(s)' [or Participant(s)'] name, contact details and other information collected in Member(s)' [or Participant(s)'] profile such as the activities, programme(s), or services s/he registered/ enrolled, etc.). Member(s) [or Participant (s)] always has the right to make subsequent changes on her/ his choice of receiving further marketing materials by sending a written unsubscribe request by post to the Office of Member and Community Services at any time.

本人已細閱、明白和同意本申請表格的「收集個人資料聲明」條款
I acknowledge that I have read and agree to the "Personal Information Collection Statements" in this form.

申請人簽署 Signature of Applicant: _____ 日期 Date: _____

未滿18歲的申請人，須由家長或監護人簽署。For applicant under 18 years old, endorsement by parent or guardian is required.

家長/監護人姓名 Name of parent/guardian: _____ 簽署 Signature: _____

與申請人之關係 Relationship with applicant: _____ 電話 Tel: _____