

私隱政策聲明

Privacy Policy Statement

古物古蹟辦事處(古蹟辦)會全力執行和遵守《個人資料(私隱)條例》的有關條文，並承諾：

- 實行電腦、實地及程序上的保護措施，以保障古蹟辦所收集個人資料的安全性及機密性；
- 將所收集的個人資料局限在能夠提供閣下要求的服務所需的最低範圍內；
- 只准許經適當培訓、授權的僱員接觸個人資料；及
- 不會向外界第三方披露閣下的個人資料，但如屬經閣下同意、古蹟辦在法律上被規定或之前已通知閣下的披露則除外。

Antiquities and Monuments Office (AMO) is committed to fully implementing and complying with the relevant provisions of the Personal Data (Privacy) Ordinance. We promise:

- to implement computer, physical and procedural safeguards to protect the security and confidentiality of the personal data we collect;
- to limit the personal data collected to the minimum required to provide services requested by you;
- to permit only our properly trained, authorised employees to access personal data; and
- not to disclose your personal data to external parties unless you have agreed, we are required by law or we have previously informed you.

收集或持有的個人資料類別

古蹟辦所收集或持有的個人資料分別載於以下記錄：

申請：包括但不限於申請人之姓名、所屬機構、電話號碼、傳真號碼、電郵地址及通訊地址。

查詢/投訴：包括但不限於就古蹟辦的工作和所提供之服務所提出的查詢和投訴，以及古蹟辦跟進該查詢和投訴時，古蹟辦向有關人士所收集的個人資料，例如：姓名、電話號碼和電郵地址。

Kinds of Personal Data Collected or Held

The personal data collected by or held in AMO contained in:

Applications, which may include but are not limited to the name, organisation, telephone number, fax number, email address and correspondence address.

Enquiries/Complaints, which may include, but not limited to the name, telephone number and email address of individuals in connection with the handling of enquiries and complaints pursuant to the work of and services provided by AMO.

收集和保存個人資料的目的及用途

古蹟辦所收集和保存的個人資料與以下範疇有關：

申請：收集和保存的資料，是用作考慮和審理有關申請，以及稍後用作與申請人通訊及統計之用途。在申請表格內提交不完備或不正確的資料，會影響古蹟辦考慮和審理有關申請表格，並可能引致該申請遭延遲或拒絕受理。

查詢/投訴：收集和保存資料的目的是就有關查詢／投訴採取跟進工作。

提供予古蹟辦的資料，包括任何於《個人資料(私隱)條例》訂明的個人資料，將僅被用作有關是次申請用途。

Purposes and Usage of Collecting and Keeping Personal Data

Personal data collected and held in connection with:

Applications are collected and kept for the purposes of considering and processing the applications, communicating with the applicants, and surveying. Incomplete or inaccurate information provided in the applications may affect the consideration and processing of the applications, and may result in their being deferred or rejected.

Enquiries/Complaints are collected and kept for the purposes of taking follow-up action on the enquiries and complaints.

The information provided to AMO, including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to this application.

披露

古蹟辦將會對其所持有的個人資料保密，但可能會將閣下的個人資料提供予：

- 與古蹟辦業務運作或服務有關的工作人員、代理、顧問、承辦商或服務提供者
- 對古蹟辦有保密責任的人士
- 根據香港境內或境外適用法律，古蹟辦須向其作出披露的人士

Disclosure

We will keep the personal data we hold confidential but may provide your personal data to:

- personnel, agents, advisers, contractors and service providers in connection with our operations or services
- persons under a duty of confidentiality to us
- persons to whom we are required to make disclosure under applicable laws in or outside Hong Kong

保安

以電子形式儲存的個人資料會受密碼保護。在古蹟辦所保障的網頁範圍內會使用加密技術。古蹟辦的電腦系統和伺服器會存置在限制區內，並只准獲授權的僱員接觸個人資料。此等僱員已接受有關古蹟辦私隱政策的培訓。

古蹟辦所收集及儲存的個人資料會於將於完成申請三年後銷毀。

Security

Personal data stored electronically are password-protected. Encryption technology is used on our secured web areas. Our computer systems and servers are placed in restricted areas. We only permit authorised employees to access personal data. These employees are trained on our privacy policies.

The personal data collected and stored will be deleted after 3 years upon completion of the application.

個人資料私隱權利

閣下使用古蹟辦服務、提交申請表格或瀏覽本網站，即表示閣下確認古蹟辦按本聲明中所概述關於收集及使用閣下的個人資料的方式。如果閣下不同意古蹟辦按本聲明或使用條款使用閣下的個人資料，請勿使用本網站，或提交申請表格。

根據《個人資料(私隱)條例》，閣下有權：

- 檢查古蹟辦是否持有閣下的資料及查閱該等資料
- 要求古蹟辦更正不準確的資料
- 查明古蹟辦有關個人資料的政策及實務，以及古蹟辦所持有的個人資料的性質。

閣下如欲查詢或修改個人資料，請電郵至 enquiry@amo.gov.hk。

Your Data Privacy Rights

By using our service, making an application or visiting our Site, you acknowledge the collection and use of your personal data by us as outlined in this Statement. If you do not agree with the use of your personal data as set out in this Statement, or the Terms of Use, please do not use this Site, or submit an application form.

Under the Hong Kong Personal Data (Privacy) Ordinance, you have the right:

- to check whether we hold personal data about you and to access such data
- to require us to correct inaccurate data
- to ascertain our policies and practices in relation to personal data and the kind of personal data held by us.

If you wish to request for access to and correction of any errors in your personal data, you may send your request to: enquiry@amo.gov.hk.