

衛生署戒煙熱線轉介指引

- 獲取應診者口頭同意轉介其姓名及聯絡電話予衛生署戒煙熱線
- 相關資料用途請參閱《收集個人資料公告》(附件)

電話轉介

- 1) 致電戒煙熱線 **1833 183**，接通後按 ‘0’ 字留言
- 2) 提供致電人的機構名稱、電話號碼，及應診者的姓名及聯絡電話號碼 (可提議日間方便聯絡的時間)
- 3) 通知應診者戒煙熱線人員會在五個工作天內與他/她聯絡

傳真轉介

- 1) 填妥戒煙熱線轉介表格並傳真至 **2156 0521**
- 2) 通知應診者戒煙熱線人員會在五個工作天內與他/她聯絡

Guidelines for referral to Smoking Cessation Hotline (Quitline) of the Department of Health

- Obtain client's verbal consent for providing his/her name and contact number to the quitline service
- Refer to "Notice of Collection of Personal Data" for the usage of relevant information (Annex)

Telephone Referral

- 1) Call Quitline **1833 183**, press '0' to access voicemail.
- 2) Leave the caller's organization and contact number as well as the client's name and contact number (may propose convenient time for calling during the day)
- 3) Inform the client that the quitline staff will contact him/her within 5 working days

Fax Referral

- 1) Complete the referral form and fax to **2156 0521**
- 2) Inform the client that the quitline staff will contact him/her within 5 working days

收集個人資料公告

1. 收集資料的目的

- i. 衛生署會使用收集所得的個人資料以提供戒煙及相關服務。
- ii. 收集所得的個人資料，其保留時間不會超過貫徹上述目的所需的時間。
- iii. 提供個人資料，純屬自願。如你未能提供足夠資料，我們可能無法處理你要求提供的服務。

2. 資料承轉人類別

你所提供的個人資料，主要供衛生署內部使用。但如有需要，也可能為本文第 1 部分所述目的，向戒煙服務提供者披露。此外，只有在你同意作出該項披露或該項披露是《個人資料〔私隱〕條例》所允許的情況下，本署才會向相關戒煙服務提供者披露有關資料。

3. 查閱個人資料

根據《個人資料〔私隱〕條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱和改正你的個人資料。你的查閱權包括有權索取你在本文第 1 部分所述情況下所提供個人資料的複本一份。為依從查閱資料要求，可能會徵收費用。

4. 查詢

有關所提供個人資料的查詢〔包括查閱和改正資料〕，應送交：九龍彌敦道 345 號永安九龍中心 18 樓 1801 室衛生署控煙酒辦公室高級行政主任。

Notice of Collection of Personal Data

1. Purpose of Collection

- i. The personal data provided will be used by the Department of Health (“DH”) for provision of smoking cessation and related service.
- ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.
- iii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

2. Classes of Transferees

The personal data you provide are mainly for use within DH but they may also be disclosed to smoking cessation service providers for the purposes mentioned in Section 1 above, if required. Apart from this, the data may only be disclosed to relevant smoking cessation service providers where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

3. Access to Personal Data

You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

4. Enquiries

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer, Tobacco and Alcohol Control Office, Department of Health, Room 1801, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon.