



香港會議展覽中心  
Hong Kong Convention and Exhibition Centre

## 健康申報表 HEALTH DECLARATION FORM

鑑於 2019 冠狀病毒病的疫情發展，香港會議展覽中心(管理)有限公司(會展管理公司) 已加強香港會議展覽中心(會展中心)的預防措施，以減低病毒傳播的風險。貴公司員工如需在會展中心工作或出席會議或送貨到會展中心，**必須如實填寫本表格**，並於抵達會展中心時交給會展管理公司的工作人員，方可進入本中心範圍。

In response to the development of COVID-19, Hong Kong Convention and Exhibition Centre (Management) Limited (HML) has implemented preventive measures to prevent spread of virus at the Hong Kong Convention and Exhibition Centre (HKCEC). Your staff members who are assigned to work or attend a meeting in the HKCEC, or provide delivery service to the HKCEC **must complete this form to the best of their knowledge** and return it to HML staff for admission.

如閣下(i)出現甲部所列出的任何一項症狀或(ii)於乙部的任何問題回答為「是」，閣下不會獲准進入會展中心。

If (i) you have any of the symptoms as set out in Part A, or (ii) your answer to any of the questions under Part B is "YES", you will not be admitted to the HKCEC premises.

甲部 Part A (請選適用的答案 Please choose as appropriate)

閣下是否有以下任何症狀? Do you have any of the following symptoms?					
發燒 Fever	是 / 否 Yes / No	咽喉痛 Sore Throat	是 / 否 Yes / No	氣促 Shortness of Breath	是 / 否 Yes / No
咳嗽 Cough	是 / 否 Yes / No	呼吸困難 Breathing Difficulty	是 / 否 Yes / No	乏力 Malaise	是 / 否 Yes / No

乙部 Part B (請選適用的答案 Please choose as appropriate)

		是 Yes	否 No
(i)	閣下是否 <b>現正接受</b> 香港衛生署的 <b>強制檢疫或醫學監察安排</b> ? Are you <b>currently</b> under <b>compulsory quarantine or medical surveillance order</b> by the Department of Health of Hong Kong?		
(ii)	閣下是否在過去 14 日內曾與 2019 冠狀病毒病初步確診/確診患者或快速測試呈陽性人士有 <b>密切接觸</b> ? Have you been in <b>close contact with person(s) tested positive / preliminarily positive, or person(s) with positive Rapid Antigen Test result of COVID-19</b> in the past 14 days?		
(iii)	閣下是否在過去 14 日內曾與 <b>正在接受家居檢疫的人士同住</b> ? Have you <b>lived with any person under home quarantine</b> in the past 14 days?		
(iv)	閣下是否在過去 14 日內曾於有 <b>確診個案</b> 的大廈居住? Have you <b>lived in a building with confirmed case(s)</b> of COVID-19 in the past 14 days?		

本人聲明以上申報內容全部屬實。 I declare that all the above information is true.

機構名稱:

Company Name: \_\_\_\_\_

全名:

Full Name: \_\_\_\_\_

聯絡電話:

Contact Number: \_\_\_\_\_

簽名:

Signature: \_\_\_\_\_

日期:

Date: \_\_\_\_\_

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Managed by Hong Kong Convention and Exhibition Centre (Management) Limited  
香港會議展覽中心(管理)有限公司負責管理

Member of NWS Holdings  
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## 私隱政策聲明及收集個人資料聲明

### 私隱政策

#### 政策聲明

香港會議展覽中心（管理）有限公司（簡稱「會展管理公司」）承諾遵守香港法例第 486 章《個人資料（私隱）條例》（「私隱條例」）的規定。為履行此承諾，我們會確保屬下職員依從保安及保密方面最嚴格的規定。

當我們向個別人士收集個人資料時或之前，會以適當的形式及方法向他們提供《收集個人資料聲明》。

#### 實務聲明

我們所收集及持有關於你的個人資料及健康狀況是用作決定你是否可進入會展中心範圍及萬一有確診 2019 冠狀病毒病個案作追蹤有關人事之用。

我們未取得你的同意前，不會向第三者提供你的個人資料作直接促銷或其他不相關的用途。

#### 會展管理公司持有的個人資料類別

會展管理公司收集及持有你的姓名、電話、公司名稱及健康狀況，並記載在健康申報表記錄內。

#### 保存個人資料的主要目的

保存在記錄內的健康申報表的目的為決定你是否可進入會展中心範圍及萬一有確診 2019 冠狀病毒病個案作追蹤有關人事及跟進之用。

#### 資料準確性

你必須提供所有註明的個人資料。如你未能提供，我們有權拒絕你進入會展中心範圍。

#### 承諾維持個人資料保密

會展管理公司採取適當步驟以保障所持有的個人資料免受喪失、未經准許的查閱、使用、修改或披露。為防止未經授權的存取和確保正確使用我們收集得來的個人資料，會展管理公司已在硬件和行政方面採取適當的措施，以保護我們收集得來的個人資料安全穩妥。

#### 披露個人資料

在未取得你的同意前，我們是不會向第三者披露我們所收集得來有關你的個人資料。

在適用法律許可的範圍內，我們有可能基於以下情況而向第三者披露你的個人資料：（i）法律所需、法庭命令或回應搜查令或其他有法律效力的查詢；（ii）向調查機構透露；（iii）執行我們與你的協定；（iv）在你明示的同意下，或（v）我們懇切相信披露是法律規定的或在其他方面為了確立法律索償或抗辯而有必要透露資料，以便取得法律意見、行使及捍衛我們的法律權利、保障本公司或聯營公司及附屬公司的產權或權益，或保障個別人士的生命、身體或財產。如我們有

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合理理由相信有關個人資料能確認、聯絡或指控任何有意或於其他方面妨害本公司產權及各項權益的人士，又或任何人士將因此而受損害之情況下，我們亦會把個人資料透露。

#### 保存資料

會展管理公司保存你的個人資料的時限將不超過實際所需使用或所將需要的時間。會展管理公司所收集及持有的各類個人資料是有不同的保留時間。上述情況均受任何法律、法令、法規或會計要求所約束。

#### 查閱、更改資料及撤回同意

通過電郵至 [info@hkcec.com](mailto:info@hkcec.com) 會展管理公司高級經理 – 企業及市務傳訊，你有權：

- a. 查閱會展管理公司所存儲的你的個人資料（如有）
- b. 要求會展管理公司更正記錄你的錯誤個人資料（如有）；及
- c. 撤回有關使用個人資料之同意（此撤回或會影響我們為你提供服務）。

上述要求將會根據《個人資料（私隱）條例》之規定免費及迅速地處理，

#### 查詢

任何有關個人資料私隱政策及實務的查詢可透過電郵 [info@hkcec.com](mailto:info@hkcec.com) 或於辦公時間致電 2582 7960 向高級經理 – 企業及市務傳訊提出。

我們會定期檢討《私隱政策聲明》。本聲明的最近更新日期為 2022 年 3 月 17 日。

### 收集個人資料聲明

我們於健康申報表向你收集的資料包括姓名、電話、公司名稱及健康狀況是用作決定你是否可進入會展中心範圍及萬一有確診 2019 冠狀病毒病個案作追蹤有關人事之用。

你必須提供所有註明的個人資料。如你未能提供，我們有權拒絕你進入會展中心範圍。

我們未取得你的同意前，不會向第三者透露你的資料。

### 版本

如本聲明的英文版本與中文版本有任何不一致或抵觸，以英文版本為準。



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## **Privacy Policy Statement and Personal Information Collection Statement**

### **Privacy Policy Statement**

#### Statement of Policy

Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") pledges to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap.486) of the Laws of Hong Kong. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality.

When we collect personal data from individuals, we will provide them with a Personal Information Collection Statement ("PICS") on or before the collection in an appropriate format and manner.

#### Statement of Practice

Your personal information collected and held by us will be used for the purpose of approving your entry to the Hong Kong Convention and Exhibition Centre (HKCEC) and tracing individuals who have entered the HKCEC premises in case of COVID-19 confirmed cases.

We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent.

#### Kinds of Personal Data Held

Your personal details, including names, contact information, company information and health condition is collected and held by HML, and is contained in the Record of Health Declaration Forms.

#### Main Purposes of Keeping Personal Data

The Record of Health Declaration Forms is kept for the purposes of approving your entry to the HKCEC, tracing individuals who have entered the HKCEC premises in case of COVID-19 confirmed cases and taking follow-up action.

#### Accuracy of Information

Please note that it is mandatory for you to provide all personal data required. In the event that you do not provide such personal data, you may be denied entry.

#### Our Commitment to Personal Data Security

HML takes appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure. To prevent unauthorized access and ensure the correct use of the personal information we collect, HML has implemented appropriate physical and administrative measures to safeguard and secure the personal data we collect.



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#### Disclosure of Personal Data

The personal information we collect about you will not be disclosed by us to any other party without your prior consent.

Where permitted by applicable local law, we may also disclose your personal data to third parties: (i) when required by law, by court order, or in response to a search warrant or other legally valid inquiry; (ii) to an investigative body; (iii) to enforce our agreements with you; (iv) with your express consent, or, (v) pursuant to our good faith belief that disclosure is required by law or otherwise necessary to the establishment of legal claims or defences, to obtain legal advice, to exercise and defend our legal rights, to protect our rights or property and those of our subsidiaries or associated companies, or to protect the life, body or property of an individual. This also applies when we have reason to believe that disclosing the personal data is necessary to identify, contact or bring legal action against someone who may be causing interference with our rights or properties, whether intentionally or otherwise, or when anyone else could be harmed by such activities.

#### Retention of Information

HML will retain your personal data collected for a period no longer than necessary for the fulfilment of the purposes for which it is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by HML. The above is subject to any legal, statutory, regulatory or accounting requirements.

#### Access and Correction of Information and Withdrawal of Consent

You have the right to request in writing to Senior Manager – Corporate & Marketing Communications at [info@hkcec.com](mailto:info@hkcec.com) of HML:

- a. for access to your personal data held by HML (if any);
- b. require HML to correct your personal data that is inaccurate (if any); and
- c. withdraw your consent to the use of your personal data (such withdrawal may, however, affect our services to you).

All such requests will be handled promptly in accordance with the requirements of the Personal Data (Privacy) Ordinance, at free of charge.

#### Enquiries

Any enquiries regarding personal data privacy policy and practice may be addressed to Senior Manager – Corporate & Marketing Communications at [info@hkcec.com](mailto:info@hkcec.com) or telephone number 2582 7960 during office hours.

We keep our Privacy Policy Statement under regular review. This statement was last updated on 17 March 2022.



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### **Personal Information Collection Statement (PIC)**

Information collected under the Health Declaration Form which includes your name, phone number, company name and your health condition will only be used for the purpose of approving your entry to the HKCEC and tracing individuals who have entered the HKCEC premises in case of COVID-19 confirmed cases.

Please note that it is mandatory for you to provide all personal data required. In the event that you do not provide such personal data, you may be denied entry.

The personal information we collect about you will not be disclosed by us to any other party without your prior consent.

### **English Version**

If there is any inconsistency or conflict between the English and Chinese versions of this Privacy Policy Statement, the English version shall prevail.