

## Health Declaration Form

During the current pandemic situation, the School requests all visitors to fill out a Declaration Form before entering the School Campus. This is to safeguard the health and safety of you as a visitor as well as our students and staff. Please fill it out to the best of your knowledge. All information provided will be used for precautionary measure solely.

Date 日期		Time of Arrival 到達時間	
Visitor's Name & Contact telephone number 訪客姓名及聯絡電話號碼			
Name of the department / representative to be visited 被訪部門/被訪代表姓名			
*Temperature (over 37.5°C, NO entry is permitted) *體溫 (如體溫超過 37.5 度，不可進校)			
*Result of RAT Test (if positive, NO entry is permitted) *快速抗原測試結果 (如結果呈陽性，不可進校)		Positive / Negative**	

\*Security guards will help to take the temperature.

\*由保安協助量度體溫

\*\* Cross out as appropriate.

\*\* 請刪去不適用者

**I hereby declare and agree that (please tick if applicable):**

本人申報、聲明及同意如下 (如果適用，請勾選):

<input type="checkbox"/>	I do not have and have not had in the past 14 days any of the following symptoms - fever, malaise, dry cough, shortness of breath or other flu-like symptoms. 本人現時及過去14日內並無以下任何症狀，包括發燒、乏力、乾咳、呼吸困難或感冒症狀。
<input type="checkbox"/>	I have not been out of Hong Kong in the past 14 days. / I have been out of Hong Kong in the past 14 days but am exempted by the HKSAR government for compulsory quarantine. 本人在過去14日內並無離開香港。/ 本人在過去14日內曾離開香港，但獲香港特區政府豁免接受強制檢疫。
<input type="checkbox"/>	I have not been in close contact with any person who has travelled outside Hong Kong in the past 14 days and has not been exempted by the HKSAR government for compulsory quarantine, in particular family members or helpers. 本人並未曾與在過去14日內曾離開香港而未獲香港特區政府豁免接受強制檢疫的任何人士有密切接觸，尤其是家人及家庭傭工。
<input type="checkbox"/>	I have not been in close contact with any person who is a confirmed or preliminary positive case of Coronavirus (COVID-19) infection in Hong Kong or overseas in the past 14 days. 本人在過去14日內並未曾與任何確診人士或懷疑確診人士 (無論在香港或海外) 有密切接觸。

I declare that all the above information is accurate to the best of my knowledge, and I authorise and consent to such information being processed and used in accordance with the Personal Information Collection Statement below.

本人聲明以上申報內容全部屬實，並且授權和同意學校根據以下收集個人資料聲明處理及使用本人所提供之資料。

If the visitor's age is below 18, parent's signature will be necessary.

Parent's Signature:  
家長簽名:

Students' / Visitors'  
Signature:  
訪客簽名:

Please turn over to the next page for the Personal Information Collection Statement.

# Personal Information Collection Statement

This Personal Information Collection Statement is made by Diocesan Girls' School (the “**School**”) in accordance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the “**Ordinance**”). It is intended to notify the visitors (the “**Visitors**”) the purposes for which personal data is collected, how personal data will be used, and to whom data access requests are to be addressed.

## 1. Reasons for the collection of your data

It is necessary for the Visitors to supply their data in relation to their health and travel history to the School before entering the School in order to safeguard the health and safety of the Visitors, students and the staff of the School during the current and ongoing COVID-19 outbreak (the “**COVID-19 Outbreak**”).

During this period of the COVID-19 Outbreak, the Visitors are able to only enter the School by providing such data. It is important that the Visitors inform the School immediately of any inaccuracies in the data supplied.

## 2. Purposes

The personal data of Visitors may be used, held, processed, and/or stored (by whatever means) for the following purposes:

- to better monitor and minimise the spread of virus in the School premises during the period of the COVID-19 Outbreak;
- compliance with applicable laws and regulations in Hong Kong; and
- compliance with the request of any government departments or authorities in Hong Kong.

## 3. Transfer of personal data

The personal data which the Visitors provide will be kept confidential but the School may disclose or transfer the personal data to any government departments or authorities in Hong Kong for the purposes mentioned in paragraph 2 above, if required. Apart from this, the data may only be disclosed to parties where the Visitors have given consent to such disclosure or where such disclosure is allowed under the Ordinance.

## 4. Retention of personal data

The School will keep the personal data of the Visitor for as long as necessary to fulfil the purposes for which the personal data were collected. Personal data which is no longer required will be destroyed or dealt with in accordance with the Ordinance.

## 5. Access to and correction of personal data

The Visitors have the right to ascertain whether the School holds their personal data, to obtain a copy of that data, and to correct any data that is inaccurate.