



1. 個人資料 MY DETAILS (請以英文正楷填寫 Please complete in BLOCK LETTERS)

英文姓名: 先生 / 女士 / 小姐 Name in English: Mr / Ms / Miss	(姓 Surname)	(名 First Name)
中文姓名 Name in Chinese:	與助養兒童通訊語言 Communication with Sponsored Child: <input type="checkbox"/> 英文 English <input type="checkbox"/> 中文 Chinese	
電郵 Email:	聯絡電話 Contact No.:	
聯絡地址 Address: _____ <input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT		

2. 我的助養兒童計劃 MY CHILD SPONSORSHIP

我願意助養 _____ 名兒童 I would like to sponsor _____ child(ren): Monthly 每月 HK\$270/Child 兒童
 助養兒童地區 Location Preference: No Preference 由機構安排 Nepal 尼泊爾 Vietnam 越南
 助養兒童年齡 Age Preference: No Preference 由機構安排 3 - 6 7 - 11 12 - 14

3. 捐款方法 PAYMENT METHOD

信用卡捐款 Credit Card Visa 萬事達卡 Master Card 美國運通卡 American Express

發卡銀行 Card Issuing Bank:	信用卡號碼 Credit Card Number:
持卡人姓名 Cardholder's Name:	有效日期 Card Expiry Date: _____ 月 MM / _____ 年 YY (必須於3個月內有效 Valid for at least 3 months)
持卡人簽署 Cardholder's Signature:	日期 Date:

一般情況下, 每月信用卡過數日期約為15號, 但首月捐款及個別情況例外。
 每月捐款將會在信用卡到期日後自動延續, 直至捐款人另行通知為止。
 Credit card transactions will normally be processed on or around the 15th day of the month (except first month donation and special cases). All monthly donations will be valid until your further instructions.

銀行戶口自動轉賬 Bank Autopay (請填妥以下授權書 Please fill in the below authorization form)

自動轉賬授權書 Direct Debit Authorization Form

收款之一方名稱 Name of party to be credited: 香港救助兒童會有限公司 Save the Children Hong Kong Limited	銀行編號 Bank No.: 004	分行編號 Branch No.: 023	收賬戶口之號碼 Account No. to be credited: 162100001
1. 本人(等)在結單 / 存摺上所紀錄之名稱 My/ Our Name as recorded on Statement/Passbook: Mr/ Ms/ Miss	2. 每次最高付款限額 Limit for each payment: 港幣 HK\$ _____		每月自動轉賬過數日期約為8號, 但首月捐款及個別情況例外。 Direct debit transactions will normally be processed on or around the 8 th day of the month (except first month donation and special cases).
3. 銀行及分行的名稱 Bank Name and Branch Name:	4. 銀行編號 Bank No.:	分行編號 Branch No.:	本人(等)之賬戶號碼 My/ Our Account No.:
5. 銀行戶口紀錄之身份證明類別及號碼 ID Type and no. as registered for your bank account: <input type="checkbox"/> 香港身份證 HKID <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他 Others 號碼 Number: _____	6. 本人(等)之簽名(銀行戶口簽名) My/ Our Signature(s) (as signed for bank account): _____		日期 Date: _____

Notes:
 1. I/We hereby authorise my/our above-named Bank to effect transfers from my/our account to that of Save the Children Hong Kong Limited in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time provided always that the amount of any one such transfer should not exceed the limit indicated above.
 2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.
 3. I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).
 4. I/We confirmed that my/our signature(s) on this application form is/are the same as that/those for the operation of my/our Saving/Current Account to be debited for the transfer.
 5. I/We agree to notify Save the Children Hong Kong Limited of any change of bank account or cancellation of payment method and further agree that should there be insufficient funds in my/our Bank account to meet any transfer hereby authorised the Bank shall be entitled, as it's discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid by me/us.
 6. The direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, the Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though there is no expiry date for the authorisation.
 7. I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect and at the same time such notice shall be given to the Save the Children Hong Kong Limited.

附註:
 1. 本人(等)授權本人(等)的上述銀行, (根據受益人或其往來銀行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予香港救助兒童會有限公司, 惟每次轉賬金額不得超過以上的限額。
 2. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知是否交予本人(等)。
 3. 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)銀行願共同及各別承擔全部責任。
 4. 本人(等)確認本人(等)在此表格上的簽署與本人(等)用以轉賬的戶口的簽署相同。
 5. 本人(等)同意會通知香港救助兒童會有限公司任何銀行戶口的變更或取消交費方法, 亦同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有權不予轉賬, 且銀行可收取慣常的收費。
 6. 直接付款授權書將繼續生效直至另行通知為止或直至上列到期日為止(以兩者中最早的日期為準)。本人(等)已設立之直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 貴行保留權利取消直接付款安排而毋須另行通知本人(等), 即使未有註明授權到期日。
 7. 本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行及香港救助兒童會有限公司。

4. 收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

您的個人資料將予以嚴格保密, 並將用於簽發收條和其他通訊用途。為直接推廣救助兒童會的籌款事宜和活動, 本會有意使用您的個人資料, 即您的姓名、手機號碼、電郵地址或住址, 未經您同意, 本會不能使用您的個人資料。
 有關本會的《收集個人資料聲明》, 請瀏覽 <http://savethechildren.org.hk/privacy.aspx>
 Your personal data will be kept as strictly confidential and will be used for issuing receipts and other communication purposes. Save the Children intends to use your personal data, i.e., your name, mobile phone number, email address or home address for directly marketing our fundraising events and activities and Save the Children cannot use your personal data without your consent. For our Personal Information Collection Statement, please refer to <http://savethechildren.org.hk/privacy.aspx>
 我不同意救助兒童會使用本人的個人資料作推廣籌款活動用途。
 I object to the proposed use of my personal data by Save the Children for promoting fundraising activities.

5. 收據選擇 RECEIPT REQUIRED (幫助我們減低開支及支持環保, 請選用電子收據 Help us save costs and support environmental friendly, please choose e-receipt)

電子收據 E-Receipt 郵寄收據 Paper Receipt 毋須發收據 No Receipt 收據上之姓名 Receipt Name if different from above: _____

捐款港幣一百元以上可扣減稅款, 每月捐款收據將於每年四月簽發一次, 以便申請扣稅。Donations of HK\$100 or above are tax deductible. An annual receipt for monthly donation will be issued every April for tax return.

收集個人資料聲明

救助兒童會明白其在《個人資料(私隱)條例》下收集、持有、處理或使用個人資料時的責任。本會只會收集個人資料作合法及相關的用途，並以一切可行的方法確保其安全性及所持有的個人資料正確無誤，以避免發生未經授權或意外獲取、刪除或其他使用個人資料的情況。

目的：本會不時有必要收集及使用您的個人資料作以下用途：

1. 處理並管理您的捐款，包括發出捐款收據、管理捐款記錄及捐款賬戶；
2. 與您保持溝通並建立關係；
3. 向您發出本會的資訊及其他資料；
4. 向您進行捐款者意見調查、研究及數據分析；
5. 以符合適用法例、規則、司法或行政命令的規定以及監管機構、執法機關和稅務當局的要求；
6. 收集您及其他用家在我們網頁上的瀏覽數據，以管理及改進救助兒童會的網站及其設計
7. 與以上目的直接相關的其他用途。

有關本會在推廣籌款活動時使用您的個人資料，請參閱以下「使用個人資料作推廣籌款活動用途」部份。

數據的提供（強制性或自願性）：請注意，在作出捐款承諾時，您必須在捐款表格標示星號處提供個人資料。若您不提供個人資料，本會便有可能無法處理或管理您的捐款。

個人資料的移轉：個人資料將予以保密，但在遵守任何適用法例條文的前提下，本會可能：

1. 向在香港或澳洲、加拿大、丹麥、德國、意大利、日本、韓國、荷蘭、新西蘭、西班牙、瑞典、瑞士、英國、美國為救助兒童會提供行政、數據處理、電訊、電腦、付款、電話服務中心、郵寄及印刷服務的本會代理人、承包商、第三方服務供應商或救助兒童會位於120個國家的辦事處提供資料。救助兒童會各辦事處的所在處列於www.savethechildren.org.hk；及
2. 為符合法例、規則、司法或行政命令對救助兒童會實施的規定以及處理監管機構、執法機關和稅務當局的要求而向在香港及上述地區的相關政府部門、稅務當局、執法機關或其他適當的政府或監管機構披露資料。

您的個人資料將僅為上文所述的一個或多個目的而被轉移。

使用個人資料作推廣籌款活動用途：除了上述的用途外，救助兒童會也有意使用您的姓名及聯絡資料，以發出有關籌款活動的宣傳資料及/或為籌款活動與您聯絡。在此情況下，您的姓名及聯絡資料將會分發予本會活動的協辦人、代理人或參與救助兒童會舉辦籌款、教育或相關活動的其他第三方。在使用您的個人資料作此用途前，本會必須先獲得您的同意，並只可在獲得您的同意之後才可使用您的個人資料作推廣籌款活動用途。如閣下不同意本會使用閣下的個人資料作此用途，請在捐款表格上「我不同意救助兒童會使用本人的個人資料作推廣籌款活動用途」句子旁的小格內劃上剔號。

您可以在將來撤銷您給予本會使用您的個人資料作此用途的同意，而本會將會在收到您的要求後停止使用您的個人資料作此用途，且不再另行收費。如果閣下希望撤銷您的同意，請以「查閱與改正個人資料」部份所載的方法通知本會。

查閱與改正個人資料：根據《個人資料(私隱)條例》，您有權查證救助兒童會是否持有您的個人資料，獲取該等個人資料的副本，以及改正任何不正確的資料。您亦可要求本會告知您本會所持個人資料的種類。

查閱與改正個人資料的要求，或有關獲取本會政策及實務的資訊及本會所持有的資料的種類，請以書面形式提交予：

捐款服務及策劃經理

香港救助兒童會

香港西環德輔道西410-418號太平洋廣場8樓

電郵：hk.sponsorsupport@savethechildren.org

並請註明您的全名及聯絡資料。

本會可能向您收取合理費用以抵銷處理您要求獲取資料所需之行政及實際開支。

(此函中英文版本如有歧義，以英文版本為準。)

香港救助兒童會 Save the Children Hong Kong

香港西環德輔道西410-418號太平洋廣場8樓
8/F Pacific Plaza, 410-418 Des Voeux Road West, Sai Wan, Hong Kong

電話 Tel: +852 3160 8786

電郵 Email: hk.sponsorsupport@savethechildren.org

傳真 Fax: +852 3160 8685

網址 Website: www.savethechildren.org.hk

PERSONAL INFORMATION COLLECTION STATEMENT

Save the Children recognises its responsibilities in relation to the collection, holding, processing or use of personal data under the Personal Data (Privacy) Ordinance. Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by Save the Children is secured and accurate and to avoid unauthorised or accidental access, erasure or other use.

Purpose: From time to time it is necessary for us to collect and use your personal data for the following purposes:

1. To process and administer your donations, such as issue of donation receipts to you and maintenance of donation records and donation account;
2. To establish a relationship and to maintain communication with you;
3. To send you information and other materials of Save the Children;
4. To conduct donor surveys, research and analyse statistics;
5. To meet the requirements imposed by applicable laws, regulations, judicial or administrative orders as well as requests from regulators, law enforcement agencies and tax authorities;
6. To compile aggregate statistics on how you and other visitors browse the Save the Children website for the purpose of managing and improving the website and its design; and
7. Other purposes directly relating to any of the above.

For our policy on using your personal data for promoting our fundraising activities, please see the section entitled "Use of personal data for promoting our fundraising activities" below.

Supply of data (obligatory or voluntary): When making donation pledges, please note that it is mandatory for you to provide personal data marked with asterisks on the donor form. If you do not provide such personal data, we may not be able to process or administer your donations.

Transfer of personal data: Personal data will be kept confidential but, subject to the provisions of any applicable law, may be:

1. Supplied to our agent, contractor, third party service providers or Save the Children offices in 120 countries who provide administration, data processing, telecommunications, computer, payment, call centre services, mailing and printing services to Save the Children in Hong Kong or Australia, Canada, Denmark, Germany, Italy, Japan, Korea, Netherlands, New Zealand, Spain, Sweden, Switzerland, United Kingdom, United States. A full list of the Save the Children offices can be found at www.savethechildren.org.hk ;
2. Disclosed to relevant government departments, tax authorities, law enforcement agencies, or other appropriate governmental or regulatory authorities in Hong Kong or in the jurisdictions mentioned above for the purpose of meeting the requirements imposed on Save the Children by laws, regulations, judicial or administrative orders and dealing with requests from regulators, law enforcement agencies and tax authorities.

Transfer of your personal data will only be made for one or more of the purposes specified above.

Use of personal data for promoting our fundraising activities: In addition to the purposes set out above, Save the Children intends to use your name and contact details for sending you promotional materials and/or contacting you in relation to our fundraising activities. In that event, your name and contact details will be shared with our co-organizer, agent or other third party involved with Save the Children in organising fundraising, education, or related activities. Before using your personal data for this purpose, we must obtain your consent and may only use your personal data for promoting our fundraising activities after having obtained such consent from you. Should you find such use of your personal data not acceptable, please indicate your objection by checking the box next to the sentence "I object to the proposed use of my personal data by Save the Children for promoting fundraising activities" in the donation form.

You may in future withdraw your consent to our use of your personal data for this purpose and we shall cease using your data for such purpose without charge after receipt of your request. If you wish to withdraw your consent, please inform us by the methods mentioned in the section "Access and correction of personal data".

Access and correction of personal data: Under the Personal Data (Privacy) Ordinance, you have the right to ascertain whether Save the Children holds your personal data, to obtain a copy of the data, and to correct any data that is inaccurate. You may also request Save the Children to inform you of the type of personal data held by us.

Requests for access and correction or for information regarding policies and practices and types of data held should be addressed in writing to:

Donor Service and Engagement Manager

Save the Children Hong Kong

8/F Pacific Plaza, 410-418 Des Voeux Road West, Sai Wan, Hong Kong

Email: hk.sponsorsupport@savethechildren.org

Please state your full name and contact details in your requests.

A reasonable fee may be charged to offset Save the Children's administrative and actual costs incurred in complying with your access request.

(In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.)