

1. 聯絡人資料 CONTACT DETAILS (請以英文正楷填寫 Please complete in BLOCK LETTERS)

\*必須填寫 Required

英文姓名：先生 / 女士 / 小姐 Name in English: Mr/ Ms/ Miss (姓 Surname*)		(名 First Name*)	
公司名稱 Company name :		職位 Position :	
電郵 Email* :	聯絡電話 Contact number* :		
捐款者編號 Donor ID (如適用 If applicable) :	通訊語言 Language preference : <input type="checkbox"/> 英文 English <input type="checkbox"/> 中文 Chinese		
捐款金額 Donation amount* : 港幣 HKD	聯絡地址 Address: <input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT		

2. 捐款方法 PAYMENT METHOD

<input type="checkbox"/> 信用卡捐款 Credit Card			
<input type="checkbox"/> VISA <input type="checkbox"/> 萬事達卡 Master Card <input type="checkbox"/> 美國運通卡 American Express <input type="checkbox"/> 銀聯 Union Pay			
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:	
<input type="checkbox"/> 以劃線支票捐款 Donate by Cheque			
支票抬頭寫上「香港救助兒童會有限公司」，並註明「兒童緊急救助基金」，然後寄往香港北角電氣道148號19樓。 Please make the cheque payable to "Save the Children Hong Kong Limited" and make a remark of "Children's Emergency Fund". Mail it to Save the Children Hong Kong at 19/F, 148 Electric Road, North Point, Hong Kong			
<input type="checkbox"/> 直接存款 Donate by Bank Direct Transfer			
你可直接存款至「香港救助兒童會有限公司」以下的銀行戶口： Please make a direct deposit to "Save the Children Hong Kong Limited" bank accounts listed below:		請將捐款紀錄電郵至： partnershipshk@savethechildren.org  Please email the screenshot of donation record to: partnershipshk@savethechildren.org	
匯豐銀行 HSBC: 004-023-162100-838 東亞銀行 Bank of East Asia: 015-518-40-400120-3			
<input type="checkbox"/> 匯款 Remittance			
銀行名稱 Bank Name: 香港上海滙豐銀行有限公司 The Hongkong and Shanghai Banking Corporation Limited 戶口名稱 Account Name: Save the Children Hong Kong Limited <div><div>港幣 HKD 美元 USD 歐元 EUR</div><div>戶口號碼 Account No. : 004-023162100-838</div></div> SWIFT Code: HSBCHKHHHKH 銀行地址 Bank Address: Shops 1.09 - 1.10, 1/F, Style House, Park Lane Hotel, 310 Gloucester Road, Causeway Bay, Hong Kong			

3. 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》，請瀏覽專頁詳情。 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 back page for details. <input type="checkbox"/> 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.
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4. 收據選擇 RECEIPT OPTIONS (幫助我們減低開支及支持環保，請選用電子收據 Help us reduce expenses and protect the environment by choosing e-receipts)

捐款港幣一百元或以上可獲發收據作稅項減免。 Donations of HK\$100 or above are tax deductible.	<input type="checkbox"/> 電子收據 E-Receipt <input type="checkbox"/> 郵寄收據 Paper Receipt <input type="checkbox"/> 毋須發收據 No Receipt
收據上之名稱 Receipt Name if different from above :	

個人資料收集聲明

香港救助兒童會（“救助兒童會”、“我們”或“我們的”）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。

持有的個人資料類別

救助兒童會持有的個人資料可分為幾個類別，包括以下記錄的個人資料：

- 捐款者和捐款記錄，包括捐款者提供的信息，如個人資料、銀行/信用卡資料等
- 人力資源記錄，包括求職人士或救助兒童會員工的個人資料、職位詳情、教育背景和工作经验、工資和福利、紀律事宜等
- 項目和活動參與者記錄，其中包括項目和活動參與者的個人資料
- 支持者或義工記錄，包括參與救助兒童會舉辦的籌款、教育和其他活動者的個人資料
- 用於與救助兒童會的管理和營運的各種相關用途的其他記錄

收集個人資料的目的

救助兒童會不時有必要收集及使用您的個人資料作以下用途：

- 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；
- 處理並管理您參與本會所舉辦的活動及與您保持溝通
- 與您保持溝通並建立關係
- 向您發出本會的資訊及其他資料
- 向您進行意見調查、研究及數據分析
- 為您提供服務轉介時給予相關服務機構
- 用於招聘和評估您的工作申請
- 用於僱用和處理工資以及遵守相關當局的法定和其他要求；
- 處理和管理您的義工申請以及參與我們項目或活動相關事項
- 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；
- 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；
- 與以上目的直接相關的其他用途。

您可根據救助兒童會向您收集個人資料時或之前提供的《個人資料收集聲明》了解救助兒童會使用個人資料的具體目的。根據您欲參與的活動的性質，部份我們要求您提供的資料將為必須內容，其他則為選填內容。收集您的個人資料時，我們會標明必須與選填內容。若您不同意向本會提供必須內容，我們可能無法提供您所要求的相關服務。

個人資料的轉移

在遵守任何適用法例條文的前提下，個人資料可能會透露給第三方，例如：

- 向為救助兒童會提供項目運作、行政、數據處理、電訊、電腦、付款、電話服務中心、郵寄及印刷服務的項目夥伴、代理人、承包商、第三方服務供應商、兒童組織或救助兒童會位於120個國家的辦事處、或捐助者，提供資料。請聯絡本會以提供救助兒童會各辦事處的所在處；及
- 為符合法例、規則、司法或行政命令對本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，或與上述目的相關的目的，而被轉移。本會絕不會將您的個人資料提供予任何第三方，以令該第三方向您推銷自己的產品或服務。

使用個人資料作推廣籌款活動用途

除了上述的用途外，救助兒童會可能會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，請明確表明您的反對意見，例如：請在表格上選擇“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”。

守護兒童資料

救助兒童會與兒童的互動遵循我們的《兒童守護政策》。我們尊重兒童私隱及其個人資料的保密性。18歲以下的兒童不應向任何人透露個人資料，除非徵得家長或監護人的同意。

瀏覽器暫存數據（COOKIES）

我們使用 cookie（「Cookie」）來增強您使用我們網站的瀏覽體驗。Cookie是通過您所訪問的網站在您的電腦上儲存的小型文本文件。我們尊重您的隱私，您可透過更改瀏覽器設置禁用瀏覽器暫存數據。如果您關閉 Cookie，您仍然可以使用我們的網站，但某些功能可能會受到影響。

連結到其他網頁

我們的網站可能包含其他非救助兒童會擁有或管理的第三方網站的鏈接。由於這些第三方網站非由救助兒童會運作本會無法控制，因此概不對該等網站的內容、私隱政策負責。救助兒童會建議閣下查閱這些網站的私隱政策。

個人資料安全

我們採取適當的實體、電子和管理措施，確保您的個人資料安全、準確和最新，並且我們僅保留您的個人資料保留時間不超過我們持有該資料目的所需的時間。

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：

捐贈服務部門  
香港救助兒童會  
香港北角電氣道148號19樓  
電郵：[hkinfo@savethechildren.org](mailto:hkinfo@savethechildren.org)  
或

保障資料主任  
香港救助兒童會  
香港北角電氣道148號19樓  
電郵：[hk.riskservice@savethechildren.org](mailto:hk.riskservice@savethechildren.org)

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。)

Personal Information Collection Statement

Save the Children Hong Kong ("Save the Children", "we", "our", "us") 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.

Type of personal data held:

- There are several broad categories of personal data held by Save the Children, including personal data contained in:
- Donor and donation records, which include information supplied by donors such as personal details, bank/ credit card information, etc.
  - Human resources records, which include personal details, job particulars, education and past employment, details of salary and benefits, disciplinary matters, etc. of job applicants or staff in Save the Children
  - Programme and activity participant records, which include personal details of programme and activity participants
  - Supporter or volunteer records, which include personal details provided by data subject who participates in fundraising, education, and other related events or activities organised by Save the Children
  - Other records, for various purposes related to administration and operations of Save the Children

**Purposes for collecting personal information**

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

- To process and administer your donations, such as issue of donation receipts to you and maintenance of donation records and donation account;
- To establish a relationship and to maintain communication with you;
- To send you information and other materials of Save the Children (subject to your consent);
- To conduct surveys, research and analyze statistics;
- To process, administer and communicate with you on your participating in our events, programs or activities
- To arrange referral to relevant service unit for you as service user
- To raise awareness of the lives of children and their families by showcasing promotional images or videos, and to raise money for and support Save the Children's charity works;
- For recruitment purposes and assessment of your job application
- For employment and payroll purposes and for compliance with statutory and other requests from public authorities
- To process and administer your volunteer opportunities and participation in our events, programs or activities
- 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;
- 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
- Other purposes directly relating to any of the above.

The exact purpose for which we will use your personal data is set out in the personal information collection statement provided to you on or before the collection of your personal data. Depending on the nature of the activities in which you may take part, some of the information we request from you will be mandatory, while the supply of other information is optional. At the time of collection of your personal data, we will indicate what is mandatory and what is optional. If you choose not to provide us with the mandatory information, we may not be able to provide the related services requested by you.

Transfer of personal data:

Personal data may be disclosed to third parties, subject to the provisions of any applicable law, such as:

- to our program partners, agents, contractors, third party service providers, children's organizations or Save the Children offices in 120 countries who provide program implementation, administration, data processing, telecommunications, computer, payment, call centre services, mailing and printing services, or our donors. Please contact us for a full list of the Save the Children offices; and
- 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, or purpose(s) related to the purpose(s) specified above.

We will not provide your personal data to any third-parties for the purposes of enabling that third party to market its own products or services to you.

Use of personal data for promoting our fundraising activities

In addition to the purposes set out above, Save the Children may 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 explicitly, for example by checking the box next to the sentence "I object to the proposed use of my personal data by Save the Children for promoting its fundraising activities" in the form.

You may withdraw your consent to our use of your personal data for this purpose at any time 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".

Children's Information

Save the Children's interaction with children is guided by our Child Safeguarding Policy. We respect the privacy of children and the confidentiality of their personal data. Children under the age of 18 years old should not provide personal data for any purpose, except where their parents or guardians have provided consent.

Use of Cookies

We use cookies ("Cookies") to enhance your browsing experience using our website. Cookies are small files which, when placed on your device, enable us to provide certain features and functionalities. We respect your right to privacy and you may wish to disable these cookies by changing the setting on your browser/device. You can still use our website if you turn off Cookies but certain features and functionalities may be impacted.

Link to Other Websites

Our website may contain links to third-party websites not owned or managed by Save the Children. As these third-party websites are not under our control, we assume no responsibility for the content or privacy policies of these websites. You are advised to review the privacy policy of these websites.

Data Security and Retention

We take appropriate physical, electronic and managerial measures to ensure that we keep your personal data secure, accurate and up to date, and that we only keep your personal data no longer than necessary for the purposes for which we hold it.

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 Services  
Save the Children Hong Kong  
19/F, 148 Electric Road, North Point, Hong Kong  
Email: [hkinfo@savethechildren.org](mailto:hkinfo@savethechildren.org)

Or

Data Protection Officer  
Save the Children Hong Kong  
19/F, 148 Electric Road, North Point, Hong Kong  
Email: [hk.riskservice@savethechildren.org](mailto:hk.riskservice@savethechildren.org)

Notification of change of privacy policy

This Privacy Policy may change from time to time. You may visit this website section periodically for our latest policies.

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