

香港電影資料館  
Hong Kong Film Archive  
團體參觀展覽導賞服務申請表  
Application Form for Group Docent Service

**甲部：由申請人填寫 Part A: To be completed by the applicant**

填寫前請參閱申請須知和展覽節目表。Please refer to the attached notes of application and exhibition schedule.

團體名稱 Group Name : \_\_\_\_\_

地址 Address : \_\_\_\_\_

電話 Tel. No.: \_\_\_\_\_ 傳真 Fax No.: \_\_\_\_\_ 電郵 E-mail: \_\_\_\_\_

參觀人數 隨行工作人員數目  
No. of Participants: \_\_\_\_\_ No. of Helpers: \_\_\_\_\_

總人數 (不超過 30 人) Total No. of Visitors (Not over 30 persons for each trip): \_\_\_\_\_

申請參觀日期 (日/月/年) Preferred Date of Visit (DD/MM/YY):

(1) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (2) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (3) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

申請參觀時間\* Preferred Time of Visit\*:

A. 10:00am – 11:15am  B. 11:30am – 12:45noon  C. 2:00pm – 3:15pm

聯絡人 Contact Person

姓名 Name: \_\_\_\_\_

職位 Post: \_\_\_\_\_

簽名 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_

(團體印鑑 Organization Chop)

\*請在適當方格內填上「」號。Please tick the appropriate box(es).

**申請須知 Notes of Application**

1. 凡在香港註冊的學校、註冊慈善及非牟利團體均可申請此項服務。慈善及非牟利團體於遞交申請時，請附上有關之證明文件副本以證明其慈善或非牟利性質。All schools, charitable organizations and non-profit-making organizations registered in Hong Kong are eligible to apply for our guided tour service. In the case of registered charitable organizations and non-profit-making organizations, applicants should submit copies of supporting documents identifying the charitable or non-profit-making nature of the organization.
2. 展覽導賞服務只適用於本館舉辦展覽期間 (逢星期二、日及公眾假期除外)。Group Docent Service is only available during exhibition organized by the Archive, except on Tuesdays, Sundays and Public Holidays.
3. 請在參觀日期前兩個月至兩星期內預約導賞服務，並選擇三個可安排參觀的日子，列出先後次序，以便本館作出適當安排。Applications for guided tour service can be made two months in advance at the earliest, and must be made no later than two weeks before the proposed date of visit. To facilitate arrangements, please select three separate dates for the proposed visit in order of preference.

**乙部：由本館填寫 Part B: To be completed by the Archive**

香港電影資料館 批准 (見詳情如下) / 不批准\*上述導賞服務申請

The Hong Kong Film Archive approves (please see details below) / does not approve \* the above-mentioned application for Group Docent Service

參觀日期及時間

Confirmed date and time of visit: \_\_\_\_\_

批簽人 Approved by: \_\_\_\_\_

日期 Date: \_\_\_\_\_

## 有關《個人資料(私隱)條例》

- 收集資料的目的** (1) 康樂及文化事務署將使用本表格上的個人資料作下列用途：
- (a) 辦理香港電影資料館團體參觀展覽導賞服務申請事宜；
  - (b) 在一般情況下或發生緊急事故時聯絡申請人；
  - (c) 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關資料當事人或其中任何人的身份形式提供；以及
  - (d) 作法例規定、授權或准許的其他合法用途。
- (2) 本表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關申請/要求可能會因而延遲審批，不獲接納或不予受理。
- 資料傳交** (3) 為作上文第1段所述的用途，你在本表格上所提供的個人資料，或會向政府決策局和部門，以及其他機構透露。
- 查閱個人資料** (4) 根據《個人資料(私隱)條例》第18條、第22條及附表1第6原則，申請人有權要求查閱或改正本表格上的個人資料。
- 查詢** (5) 如欲查詢本表格上的個人資料，包括要求查閱和更改資料，可以致電(852) 2119 7385或傳真(852) 2311 5229，向助理文書主任(香港電影資料館)公共關係聯絡。

### **Notices Regarding the Personal Data (Privacy) Ordinance**

- Purpose of Collection** (1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes :
- (a) Processing of group docent service application for the Hong Kong Film Archive Exhibitions;
  - (b) Communication in the normal course and in case of emergencies;
  - (c) For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
  - (d) Any other legitimate purposes as may be required, authorised or permitted by law.
- (2) The provision of personal data by means of this application is voluntary. However, if insufficient information is provided, the application / request may be delayed or not be considered or processed.
- Classes of Transferees** (3) The personal data you provide by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.
- Access to Personal Data** (4) You have a right to request access to or the correction of your personal data as stated in this application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
- Enquiries** (5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Assistant Clerical Officer (Hong Kong Film Archive) Public Relation at (852) 2119 7385 (Tel) or (852) 2311 5229 (Fax).