

香港電影資料館
Hong Kong Film Archive
團體導賞服務申請表格
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: _____

團體性質* 小學 中學 特殊學校 專上學院
Nature of Primary School Secondary School Special School Post-secondary Institution
Organisation*: 大學 註冊慈善團體 註冊非牟利團體
 University Registered Charitable Organisation Registered Non-profit-making Organisation

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 tour): _____

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* A. 10:00 – 11:15 B. 11:30 – 12:45 C. 14:00 – 15:15
Preferred Time of Visit*: _____

茲證明上述資料正確無訛，並無遺漏。

The undersigned hereby certifies all information on this form is correct and complete.

姓名 Name: _____

職位 Post: _____

簽名 Signature: _____

日期 Date: _____

(團體印鑑 Organisation Chop)

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

乙部：由香港電影資料館辦事處填寫 Part B: To be completed by the Hong Kong Film Archive Office

致申請人 To Applicant:

上述申請已被接納，覆實參觀日期及時間如下。申請團體須依時到達本館，並出示此覆實申請表格。

The above-mentioned application for Group Docent Service is accepted. Please refer to the confirmed date and time of visit in below. Please present this confirmed Application Form upon admission.

覆實參觀日期 覆實參觀時間
Confirmed Date of Visit: _____ Confirmed Time of Visit: _____

日期 Date

助理文書主任(電影資料館)2
Assistant Clerical Officer (Film Archive) 2

申請須知

1. 凡註冊的小學、中學、特殊學校、專上學院、大學、註冊慈善及非牟利團體均可申請團體導賞服務。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。(如團體章程或組織章程大綱及章程細則，並需明文規定，若團體解散，其成員不得分享其利潤或資產。)
2. 團體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)。
3. 所有申請會以先到先得方式處理。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。
4. 申請如獲接納，本館會在申請表格的乙部上列出覆實參觀日期及時間，並傳真至申請團體。
5. 申請表內的資料如有變更，請盡快致電 2119 7385 與助理文書主任(電影資料館)2 聯絡，以便作出適當的安排。
6. 如你於參觀日期七天前仍未收到本館的回覆，請即與助理文書主任(電影資料館)2 聯絡。
7. 關於各項申請，本館擁有絕對決定權。申請能否獲得批准，須視乎申請團體是否完全符合上述條件而定。如申請人不遵守以上規定或提供虛假資料，本館有權取消先前批准的申請。

Notes of Application

1. All registered primary schools, secondary schools, special schools, post-secondary institutions, universities, charitable organisations and non-profit-making organisations are eligible to apply for our Group Docent Service. In the case of registered charitable organisations and non-profit-making organisations, applicants should submit copies of supporting documents identifying the charitable or non-profit-making nature of the organisation. (Constitution or Memorandum and Articles of Association of the organisation, which indicates that members do not take any share of the profits nor any share of the assets upon dissolution, should be submitted together with this application form.)
2. Group Docent Service is only available during exhibition organized by the Archive, except on Tuesdays, Sundays and Public Holidays.
3. Applications will be arranged on a first come, first served basis. Applications can be made at least 2 weeks and at most 2 months in advance before the proposed date of visit. To facilitate arrangements, please select three separate dates for the proposed visit in order of preference.
4. If the application is accepted, the Archive will confirm the visit with applicant by replying Part B of the Application Form.
5. Should there be any alterations, please contact Assistant Clerical Officer (Film Archive) 2 at 2119 7385 immediately for necessary arrangement.
6. If you do not receive the reply from the Archive 1 week before the proposed date of visit, please contact Assistant Clerical Officer (Film Archive) 2 immediately.
7. The Archive reserves the right to approve an application. All applications are approved subject to the applicants' absolute compliance with the above-mentioned criteria. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Archive reserves the right to withdraw the approval.

有關《個人資料(私隱)條例》

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| 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任何人的身分形式提供；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，與助理文書主任(電影資料館)2聯絡。 |

Notices Regarding the Personal Data (Privacy) Ordinance

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| 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;
(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 (Film Archive) 2 at (852) 2119 7385 (Tel) or (852) 2311 5229 (Fax). |