

[Please ✓ the appropriate below]

- The documentary proof for items (i) and (ii) is attached **OR**
- I am self-employed and unable to provide the documentary proof for items (i) and (ii). I understand that I may need to provide other supplementary information upon request by the LCSD.

D. Declaration by the Applicant (Please read all listed items below and ✓ all , failing which your application may not be considered.)

- I, the undersigned, declare that I have not applied for the same relief grant using the identity of a registered coach of other NSAs and SOs.
- I hereby declare that I have not submitted any application to the EDB, LWB and/or SWD in respect of the relief grant scheme for interest group and class instructors in the context of the fourth round Anti-epidemic Fund injection.
- I hereby declare that the information provided in this applicant form and other information already/likely to be submitted in respect of my application for the One-off Grant to Registered Sports Coaches is true and correct. I understand that if I knowingly provided inaccurate information, made false representations or withheld any information, I will be liable to the following consequences:
 - (i) I may be disqualified from application;
 - (ii) I must return all one-off grant received;
 - (iii) I may be prosecuted; and
 - (iv) the Government may resort to civil litigation to recover all one-off grant issued to me.
- I hereby declare that I have read and understand fully the details of this application form, the Guides to Application and the Personal Information Collection Statement. I agree to abide by the terms and conditions stipulated therein.

Signature of Applicant	Date :
(Note: applicant who have never received the grant through LCSD : if submit by mail, copy of the identity card and true/copy of address proof should be attached, otherwise the application may not be able to process further.)	

For Applicants Aged Under 18 only

Signature of Applicant's Guardian/Parent:	Name of Applicant's Guardian/Parent:
	Date:

*** Underpaid mail may not be successfully delivered. To enable that your mailed application can reach our Department, please provide sender's address and ensure that the mail bears sufficient postage. ***

Personal Information Collection Statement

Purposes of Collection

1. The personal data¹ supplied by you will be used by the LCSD and the NSAs/SOs commissioned by the Government to process the applications for the One-off Grant to Registered Sports Coaches Scheme, including but not limited to assessing and/or investigating your eligibility under the Scheme, monitoring and reviewing of the Scheme, handling complaints related to the Scheme, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to the LCSD is voluntary. However, if you fail to provide the personal data requested of you, the LCSD may not be able to process your application.

Classes of Transferees

2. The personal data you provide will be made available to persons working in/for the LCSD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above –

- a. Other parties (e.g. EDB, Home Affairs Bureau, LWB, SWD, NSAs and SOs, etc.) if they are involved in:
 - i. processing and/or assessing any application from you to the LCSD mentioned in paragraph 1 above;
 - ii. the provision of assistance to you by the LCSD mentioned in paragraph 1 above; or
 - iii. monitoring and reviewing of your application to the LCSD mentioned in paragraph 1 above or preparing statistics² ;
- b. Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Legislative Council, etc. if they are handling complaints about the Scheme;
- c. Where such disclosure is authorised or required by law; or
- d. Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by the LCSD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for making access to or correction of personal data collected by the LCSD should be addressed to –

Post title: Departmental Data Protection Officer

Address: 13/F, Leisure and Cultural Services Headquarter, 1-3 Pai Tau Street, Sha Tin, New Territories.

Website: https://www.lcsd.gov.hk/en/info_pdo.html

¹ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

(a) relating directly or indirectly to a living individual;

(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and

(c) in a form in which access to or processing of the data is practicable.

² The statistics or research results obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

For Official Use by LCSD Staff (Sports Funding Office) Only	
Date of Receipt	Application No. (According to NSA category)
Verified by (Signature)	Verified by (Name and Post)
	Date

(Revised on 13 January 2021)