

**Programme on Dental Services for Persons with Intellectual Disability or Autism
Spectrum Disorder
(i.e. Healthy Teeth Collaboration) (“the Programme”) - Appendix II**

Personal Information Collection Statement

Purpose of Collection

- Participating NGO dental clinics will use the personal and medical data collected under the Programme (“the data”) for the following or other related purposes:
 - (a) processing the application submitted on behalf of the person with intellectual disability (“the applicant”) and the matter of receiving dental services (if applicable) under the Programme (including but not limited to the procedures described in the application form), and communicating with the applicant or the representative in Part II of the application form when necessary;
 - (b) follow-up treatment and medical record purpose;
 - (c) communication or follow-up enquiries and complaints; and
 - (d) other purposes as required, authorised or permitted by Law.
- Participating NGO dental clinics will transfer the data to the Department of Health to apply for subsidies under the Programme. The Department of Health may use the data for the following or other related purposes:
 - (a) Conducting data matching with relevant government departments (including but not limited to the Social Welfare Department) to check the eligibility of the applicant under the Programme;
 - (b) for statistics purposes on the condition that the resulting statistics will not be made available in a form that identifies the data subjects or persons with intellectual disability or with autism spectrum disorder.
 - (c) communication or follow-up enquiries and complaints; and
 - (d) other purposes as required, authorised or permitted by Law.

2. The provision of personal data is voluntary. However, if the applicant or the representative in Part II of the application form fails to provide sufficient and accurate data, the participating NGO dental clinic may not be able to process the application of the applicant and eventually disqualify the eligibility of the applicant.

Classes of persons to whom the data may be transferred

3. The Department of Health and / or its agents / collaborating organisations (including but not limited to, participating NGOs / dental clinics / collaborating private hospitals), may transfer the data of the representative in Part II of the application form and the applicant to the relevant government bureau / departments, including but not limited to “the Hospital Authority”, the Health Bureau, the Social Welfare Department.

When a referral to the Hospital Authority for dental treatments is required, the patient's clinical records will be transferred as part of the referral process.

Access to Personal Data

4. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant or the representative in Part II of the application form has the right to request access to and correction of the data when they have not been erased or to obtain a copy of the personal data of the applicant or the representative in Part II of the application form. A fee may be charged by the participating NGO dental clinic to the applicant or the representative in Part II of the application form.

5. If the applicant or the representative in Part II of the application form wishes to request access to the personal data of himself/herself and/or the applicant or enquire about the personal data privacy policy and request for correction of data obtained from a data access request, please contact the relevant NGO dental clinic.