



香港家庭醫學學院
The Hong Kong College of Family Physicians

Rooms 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong

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TRANSFER FORM FOR NON-HKSAR FELLOW / MEMBERSHIP

(Ver. 2 Dec 2024)

College's online membership directory is for Local Medical Practitioners only. You will be removed from the directory automatically when you have been transferred to Non-HKSAR Fellow / Member.

☐ Non-HKSAR Fellow ☐ Non-HKSAR Member Member I.D.: _____

PERSONAL PARTICULARS: (* Items are Mandatory)

Name in English*: _____
(Official name appears on the identification document – Surname first, Block letters, please)

Name in Chinese: _____ Gender*: _____

I.D. Card / Passport / Identification Document (Please specify) No.*: _____
(Please circle)

Date of Birth*: ____/____/____
DD MM YYYY

Country of Domicile*: _____ from _____ (MM/YYYY)

Overseas Address* (Home/Place(s) of Practice – please circle): _____

Telephone No.(Office): _____ Telephone No.(Home): _____

Mobile Phone No*.: _____ Fax No.: _____

Email Address*: _____
(The email will be recorded as your main contact address with the College. It will also be used for creating your HKCFP membership portfolio and eLearning account, etc. (if applicable))

New Correspondence Address

English*: _____

Chinese: _____

I declare that:-

- (i) I have not practised and lived in Hong Kong SAR for more than one year;
- (ii) I undertake to inform the College as soon as I resume remunerative medical practice in Hong Kong SAR;
and
- (iii) I will keep the College updated with my address for correspondence.

I hereby enclose a cheque of HK\$730.00 (Non-HKSAR Member) / HK\$1,330.00 (for Non-HKSAR Fellow) being annual subscription fee for the year 2025.

I hereby grant consent to the Hong Kong College of Family Physicians (HKCFP) for the use, retention, storage, and disclosure of my personal data for all academic and administrative purposes, in accordance with HKCFP's Personal Data (Privacy) Policy https://www.hkcfp.org.hk/privacy_policy.html.

I am obligated to formally report my disciplinary issue (if any) to the HKCFP in writing via email at membership@hkcfp.org.hk or by fax at 2866 0616 within one month of receiving the final judgment.

I support the HKCFP "Go Green" initiative by accessing Family Physicians Links (FP Links) in eFormat from HKCFP's website at http://www.hkcfp.org.hk/fplinks_40.html.

Date: _____ Signature: _____

Full Name: _____

Please return this form to:

The Hon. Secretary, The Hong Kong College of Family Physicians, Room 803-4, HKAM Jockey Club Building, 99 Wong Chuk Hang, Road, Aberdeen, Hong Kong.

Note:

*Apart from the membership application form, please **DO NOT** send any original certificates/ documents to the College Secretariat and these originals would not be kept in our record.*

For Office Use Only

Annual Subscription for the year _____ HK\$_____ paid

Recommended / Not recommended by Membership Committee

Signed: _____ Date: _____
Membership Committee

Application for Transfer to Non-HKSAR Membership / Fellow approved by the Council on _____



The Hong Kong College of Family Physicians Personal Data (Privacy) Policy

(Ver. 19 May 2017)

The **Personal Data (Privacy) Ordinance** 個人資料(私隱)條例 contains provisions dealing with the purpose and manner of collection of personal data; accuracy and duration of retention of personal data; use of personal data; security of personal data; and access to personal data.

This statement sets out the College's policies relating to the collection and use of personal data in accordance with the Personal Data (Privacy) Ordinance.

1. Your personal data is important to us

The College recognizes that your privacy is important. We know that providing personal data is an act of trust and we take that seriously. The College is committed to protecting the privacy of our individual members. All practicable steps will be taken to ensure that your personal data are protected against unauthorized or accidental access, processing or erasure.

2. Collecting personal data about you

If you are a College member, we collect personal data about you in order to provide you with the full benefits of Membership. We collect information from you directly when you become a member and also from time to time thereafter when you provide us additional information.

3. Using and disclosing your personal data

Your personal data will be used solely for purposes relating to functions and activities conducted by the various Boards and Committees of our College. Without your consent, the College will not disclose any information to third parties, unless:

- we are authorized by law.
- we believe it (is) necessary to provide you with a service that you have requested.
- we act to implement our terms of use.
- we act to protect the rights or property of the College, any College user, or any member of the public.
- we act for the purpose of prevention or detection of crime.
- we act to prevent or lessen a serious harm to a person's health or safety.

4. Storage and security of your personal information

Once you are a member, we maintain a record of the status of your membership and a history of your transactions with the College. For those who have ceased their membership with our College, their data will be removed from our active databank. A certain portion of information may be retained in our main data bank if we anticipate their potential use in the near future.

The College will endeavor to take all reasonable steps to keep secure any personal data which we hold, process, circulate and transmit, and keep this data accurate and up to date. Your information is stored on secure servers and protected in controlled facilities. Guidelines from the Boards and Committees are provided to their members, and instructions given to our secretariat staff, regarding personal data security control. In addition, the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by the College. However, the College will not be held responsible for events arising from unauthorized access to your personal information. Please notify us immediately if there is any suspected event of unauthorized use of your personal data or breach of security.

5. Information access and correction

Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right of access and correction of your personal data. Request should be addressed in writing to our College Secretariat. We will respond to your request within 40 days. A nominal fee may be charged to cover the administrative cost.

6. Promotional Mail

For your benefits we may send you on occasion promotional information about the College or other related information. If you do not wish to receive this information any longer, you may ask us to remove your name from our list by writing to us. Please allow 2 weeks for this request to be processed.

The College will notify you in case of future change of its privacy policy. Should you have further queries or any difficulties, please contact us. For more information on the Personal Data (Privacy) Ordinance, please visit the website of the Office of the Privacy Commissioner for Personal Data at <http://www.pcpd.org.hk/>.