

To : Social Security Appeal Board
(via *Social Welfare Department Headquarters/_____ Social Security
Field Unit)

Appeal Application Form

I, _____ (HKIC No. : _____)
(Address : _____ Tel. No.: _____),
wish to apply to the Social Security Appeal Board for an appeal against the decision made by the
Social Welfare Department on a case under SWD reference number _____.

I am not satisfied with the following decision:

(a)

(b)

(c)

I have read the “Personal Information Collection Statement” overleaf and understand
its content.

I undertake to inform other members of my household and relevant persons that their
personal data have been provided to the Social Security Appeal Board for the purpose of this
appeal application.

*Signature/Thumbprint
of Appellant : _____

*Signature/Thumbprint
of Witness : _____

Date : _____

Name of Witness : _____
(name in block letters)

Note : If an appeal is lodged by the executor or administrator of the deceased applicant/
recipient, a copy of the probate or letters of administration granted by the Court should
be attached. Its original should be produced for checking.

* Please delete as appropriate

Personal Information Collection Statement

Please read this notice before you provide any personal data[#] to the Social Security Appeal Board.

Purposes of Collection

1. The personal data supplied by you will be used by the Social Security Appeal Board (SSAB) to provide you/the applicant and/or your/the applicant's family members with service or assistance from SSAB and/or the Social Welfare Department (SWD) which is relevant to the needs of you/the applicant and/or your/the applicant's family members, including but not limited to monitoring and reviewing of services, processing appeal applications and/or handling enquiries / complaints related to the services provided to you/the applicant and/or your/the applicant's family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SSAB is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your appeal application and/or handling enquiries / complaints from you/the applicant and/or your/the applicant's family members.

Classes of Transferees

2. The personal data you provide will be made available to members of/persons working in SSAB and SWD 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 such as Medical Assessment Board, government bureaux/departments, the Hospital Authority, SWD, NGOs and public utility companies if they are involved in:
 - (i) processing any appeal application and/or handling enquiries/complaints from you/the applicant and/or your/the applicant's family members for the provision of service/assistance to you/the applicant and/or your/the applicant's family members by SSAB and/or SWD mentioned in paragraph 1 above;
 - (ii) the provision of service/assistance to you/the applicant and/or your/the applicant's family members by SSAB and/or SWD mentioned in paragraph 1 above; or
 - (iii) monitoring and reviewing of the services/assistance provided by SSAB and/or SWD mentioned in paragraph 1 above or preparing statistics;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you/the applicant and/or your/the applicant's family members by SSAB and/or SWD;
- (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 SSAB in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SSAB should be addressed to –

Post title: Secretary to Social Security Appeal Board

Address: 24/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

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.