

To: Social Welfare Department
Development Section
Licensing and Regulation Branch
5/F, THE HUB, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong

Fax : 3620 3134 [Registered Home Manager/Registered Home Manager (Provisional)]
3793 4184 (Registered Health Worker)
Email : cprs_hmhw@swd.gov.hk

**Request for Cancellation of Registration for
Registered Home Manager/Registered Home Manager (Provisional)/
Registered Health Worker**

Please put a (✓) in the appropriate box and delete where inappropriate (*)

1. Name: _____(Chinese) _____(English)
2. Hong Kong Identity Card number: _____
3. Telephone number (Mobile): _____
4. Type of Registration:
 - ☐ *Registered home manager/registered home manager (Registration number: _____)
(provisional) of Residential Care Homes for the Elderly (RCHEs)
 - ☐ *Registered home manager/registered home manager (Registration number: _____)
(provisional) of Residential Care Homes for the Persons with Disabilities (RCHDs)
 - ☐ Registered health worker of RCHEs (Registration number: _____)
 - ☐ Registered health worker of RCHDs (Registration number: _____)
5. Employment Status:
 - ☐ I am currently employed by an *RCHE/RCHD
Name of RCHE/RCHD: _____
LORCHE/LORCHD No: _____
 - ☐ I am currently not employed by any RCHE/RCHD
6. I hereby apply to the Development Section of Licensing and Regulation Branch for the cancellation of my registration as a *registered home manager/registered home manager (provisional)/registered health worker, and for the removal of the relevant information from the *register of home managers/register of health workers. I understand that the registration card/registration certificate will become invalid with immediate effect once the registration is cancelled.

Signature of the Applicant: _____

Date: _____

Personal Information Collection Statement

Please read this notice before you provide any personal data¹ to the SWD.

Purposes of Collection

1. The personal data supplied by you will be used by the SWD to process your cancellation of registration as a registered home manager/registered home manager (provisional)/registered health worker in residential care homes for the elderly or persons with disabilities, including (but not limited to) monitoring and reviewing the registration procedures, handling complaints related to the services provided to you, conducting research and surveys, preparing statistics, discharging statutory duties, etc. The provision of personal data to the SWD is voluntary. However, if you fail to provide the personal data requested of you, we 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 the SWD on a need-to-know basis. Apart from this, it 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 government bureaux / departments / training institutes, if they are involved in –
 - (i) processing and/or assessing any application from you for the provision of service to you by the SWD;
 - (ii) monitoring and reviewing of the services provided by the SWD 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 provided to you by the 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 the SWD 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 the SWD should be addressed to –

Post Title	: Executive Officer I (Licensing and Regulation) 2
Office	: Development Section, Licensing and Regulation Branch, Social Welfare Department
Address	: 5/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Email	: eoilr2@swd.gov.hk

¹ Under 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.