

**衛生署健康促進處**  
**Health Promotion Branch, Department of Health**

**借用健康教育教材**  
**Borrowing Health Education Materials**

**申請須知 Notes on Application**

1. 借用之教材只可用作非牟利用途。  
All borrowed materials can only be used for non-profit making purposes.
2. 申請人/機構不得未經衛生署許可而複製有關教材。  
No duplication of materials is allowed unless authorized by the Department of Health.
3. 申請人/機構須承擔因弄損或弄失教材的所有責任及支付一切有關費用。  
The applicant shall be liable for any damage or loss of materials and shall bear all costs and expenses incurred therein.
4. 除經特別安排外，申請人/機構須依時交還原好無缺的教材。  
All items should be returned intact on time unless special arrangement has been made beforehand.
5. 經常弄損教材者可能會被取消日後借用教材的資格。  
Repeated damage to materials may result in a loss of the eligibility for future borrowing.
6. 請填妥附件一的申請表格，以電郵、傳真或郵寄方式交回健康促進處辦事處。一般而言，我們收到你的表格後，會在十四天內通知你領取教材的日期。可供借用的教材載列於附件二，以供參考。  
Please send the application form for borrowing health education materials at Annex I to one of the Health Promotion Branch offices in advance by email, fax or post. Generally, upon receipt of the order form, we will inform you of the date of collection within 14 days. The list of health education materials available for loan is at Annex II for reference.

健康教育教材借用表格  
Application Form for Borrowing Health Education Materials

甲部 Part A

請在適當空格內加上「✓」號以選擇領取教材的辦事處。

Please select the office where you wish to collect the health education materials by putting a 「✓」 in the appropriate box.

灣仔辦事處 Wanchai Office

地址 Address 香港灣仔軒尼詩道 130 號修頓中心 7 樓  
7/F, Southorn Centre, 130, Hennessy Road, Wanchai, HK

電郵地址 Email Address enquiry\_chpweb@dh.gov.hk

查詢電話 Enquiry No. 2572 1476

傳真號碼 Fax No. 2591 6127

荃灣辦事處 Tsuen Wan Office

地址 Address 新界荃灣西樓角路 38 號荃灣政府合署 13 樓  
13/F, Tsuen Wan Govt. Office, 38, Sai Lau Kok Road, Tsuen Wan, NT

電郵地址 Email Address enquiry\_chpweb@dh.gov.hk

查詢電話 Enquiry No. 2417 6505

傳真號碼 Fax No. 2498 3520

**乙部 Part B**

請填寫以下欄位。

Please complete all fields below.

借用期 Period of Loan	教材編號 或 教材名稱 Code No. or Title of Material	種類* Type	備註 Remarks
-			
-			
-			
-			

\*視像光碟 VCD / 數碼視像光碟 DVD

申請人名稱 Name of Applicant

職位 Post

機構名稱 Name of Organisation

地址 Address

電話號碼 Phone No.

傳真號碼 Fax No.

電郵地址 Email Address

活動參與人數

Number of Event Participants

**丙部 Part C**

收件人姓名

Material(s) Received By

收件人簽署

Signature

職員專用 For Official Use	職員簽署 Staff Signature	日期 Date
預約 Booking		
發件 Issue		
還件 Receive		
備註 Remarks		

## 收集個人資料公告 Notice of Collection of Personal Data

### 1. 收集資料的目的 Purpose of Collection

- (i) 衛生署會使用收集所得的個人資料處理你的申請。

The personal data provided will be used by the Department of Health (“DH”) for processing your application.

- (ii) 收集所得的個人資料，其保留時間不會超過貫徹上述目的所需的時間。

The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.

- (iii) 提供個人資料，純屬自願。如你未能提供足夠資料，我們可能無法處理你要求提供的服務。

The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

### 2. 資料承轉人類別 Classes of Transferees

你所提供的個人資料，主要供本署內部使用，但如有需要，也可能為本文第 1 部分所述目的，向其他政府決策局／部門或有關各方披露。此外，只有在你同意作出該項披露或該項披露是《個人資料〔私隱〕條例》所允許的情況下，本署才會向有關方面披露有關資料。

The personal data provided are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in Section 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### 3. 查閱個人資料 Access to Personal Data

根據《個人資料〔私隱〕條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱和改正你的個人資料。你的查閱權包括有權索取你在本文第 1 部分所述情況下所提供個人資料的複本一份。為依從查閱資料要求，可能會徵收費用。

You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

### 4. 查詢 Enquiries

有關所提供個人資料的查詢〔包括查閱和改正資料〕，應送交：香港灣仔軒尼詩道 130 號修頓中心 7 字樓衛生署健康促進處高級行政主任〔健康促進〕(電話：2835 1821)。

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer (Health Promotion), Health Promotion Branch, Department of Health, 7/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel No: 2835 1821).

**可供借用的健康教育教材清單**  
**List of Health Education Materials Available for Loan**

## I. 視像光碟 VCD

教材編號 Code	名稱 (分鐘) Title (min)
EH DV001 ●	Positive Ageing 耆樂融融 (32)
EH DV002 ◇	運動樂頤年 (76)
EH DV003 ●	Positive Life For Elderly 豐盛晚年 (26.5)
EH DV004 ◇	長者簡易保健運動 (45)
EH DV005 ◇	識飲識食購物篇 (25)
EH DV008 ◇	靈活溝通顯關懷 (42)
EH DV009 Δ	Skilful Communication with a Caring Heart (42)
EH DV010 Δ	Maintenance Exercise for Frail Elders (46)
EH DV011 ◇	護老錦囊 - 老年痴呆症照顧篇 (60)
EH DV012 ※	护老锦囊 - 老年痴呆症照顾篇 (60)
EH DV013 Δ	Dementia Care - Practical Tips for Carers (60)
EH DV014 ◇	快樂人生 之「夕陽無限好，不怕近黃昏」(36)
EH DV016 ◇	護老錦囊之「中風後的適應」(64)
EH DV017 Δ	Practical Tips for Carers – Adaptations after Stroke (64)
EH DV018 ※	护老锦囊之「中风后的适应」(64)
EH DV019 ●	健康小食及烹調示範特輯 (55)
EH DV020 ◇	護老錦囊 - 老年痴呆症照顧篇(二) 中度至嚴重程度 (60)
EH DV021 ※	护老锦囊 - 老年痴呆症照顾篇(二) 中度至严重程度 (60)
EH DV022 Δ	Practical Tips on the Care of Elders with Moderate to Severe Dementia (60)
EN/E DV002 Δ	The 18 Movements of Taiji Qigong 太極氣功十八式 (37)
MH DV002 ●	Deep in a Man's Heart 男人心底話 (25)
KD/H DV001 ●	Prevention of Hypertension 長幼齊防高血壓 (13.5)
UD/M DV001 ●	Say Goodbye to Joint Pain 跟關節痛楚說再見 (22)
CD DD001 ◇	Safe Use of Antibiotics 善用抗生素 (5)

## II. 數碼視像光碟 DVD

教材編號 Code	名稱 (分鐘) Title (min)
EH DD001 ■	水中運動適合膝痛人士 Aquatic Exercise for Knee Pain (45)
EH DD002 ■	糖尿病生活錦囊 Living Wisely with Diabetes (60)
EH DD003 ●	簡化 24 式太極拳 • 長幼齊學益身心 (117) Simplified Tai Chi Chuan-24 Forms for Healthier Body and Mind
EH DD004 ■	扶抱及位置轉移技巧 Lifting & Transfer (120)
EH DD005 ●※	愛護你的膝關節 Osteoarthritis of Knee (60)

### 指引| Remarks :

- ◇ 附註中文字幕 Chinese Sub-title only
- △ 附註英文字幕 English Sub-title only
- 附註中英文字幕 Chinese & English Sub-title
- ※ 附註簡體字幕 Simplified Chinese Sub-title only
- 附註中、英文及簡體字幕 Chinese, English & Simplified Chinese Sub-title