

## Visitor Information Record Form

**[The completed form is to be kept on the premises by the responsible person of the premises for 31 days for checking]**

**Please note that:**

1. As directed by the Secretary for Food and Health (SFH) under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F) (the Regulation), all Visitors must scan the "LeaveHomeSafe" venue code using the "LeaveHomeSafe" mobile application before entering this premises. Visitors who do not do so<sup>1</sup> have to provide this duly completed form to the responsible person of the premises.
2. Under the Regulation, the responsible person of the premises is liable to inspect whether this form as provided by a Visitor is duly completed, and keep the form on the premises for 31 days for checking by law enforcement officers.
3. Under the Regulation, if the Visitor provides false or incorrect information under the above measures, that would be regarded as non-compliance with the directions issued under Cap. 599F and would be subject to a fixed penalty of \$5,000.

**Particulars of Visitor**

Name:	
Contact number:	
Date of visit:	
Time of visit:	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Purposes of collecting personal data:**

The information provided by you will only be used to facilitate the work of the Government in controlling the spread of COVID-19 and for related purposes. Only persons authorised by this premises will have access to such information for the aforesaid purposes. For the purposes of epidemiological investigation, contact tracing, and investigation and prosecution in relation to breaches of the relevant legislation, where necessary, the information supplied by you may be provided to the Government/other organisations/associations/persons, such as the Department of Health (including the Centre for Health Protection), the Hospital Authority and authorised law enforcement officers. This premises will ensure that the personal data provided by you will be destroyed after 31 days. If you wish to amend or access the personal information provided, please contact our Visitor Service at 3120 6100. It is the premises's right to deny your entry should you fail to provide the required personal information.

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## 訪客資料記錄表

[此表格填妥後須由處所負責人保存在處所內 31 天以供查核]

### 注意：

1. 食物及衛生局局長已根據《預防及控制疾病(規定及指示)(業務及處所)規例》(第 599F 章)(《規例》)發出指示，訪客進入此處所前須使用「安心出行」掃描處所的二維碼。沒有使用「安心出行」掃描處所的二維碼的訪客<sup>2</sup>須填妥此表格並交予處所負責人。
2. 根據《規例》，處所負責人有責任檢視訪客提交的表格是否已填妥。處所負責人亦須保存此表格在處所內 31 天以供執法人員查核。
3. 根據《規例》，若訪客在上述措施下作出虛假聲明或提供虛假資料，即屬違反第 599F 章的規定，可處定額罰款 5,000 元。

### 訪客須填寫資料

姓名：	
聯絡電話：	
到訪處所日期：	
到訪處所時間：	

簽名： \_\_\_\_\_

日期： \_\_\_\_\_

### 收集個人資料的目的：

你提供的資料只供協助政府應對 2019 冠狀病毒病蔓延的工作及相關的用途，本處所授權人員基於上述目的方可查閱。為流行病學調查和接觸追蹤工作以及進行違反相關法律的調查及檢控工作的目的，你提供的資料在有需要時，可提供予政府 / 機構 / 組織 / 人士，例如衛生署（包括衛生防護中心）、醫院管理局及獲授權的執法人員等。本處所會確保個人資料將於 31 天後被銷毀。如你欲更改或查閱所申報的個人資料，請與我們的客戶服務聯絡(電話: 3120 6100)。如你未能提供所需的個人資料，本處所有權拒絕你進入處所。