

注意: 本公司收集以下資料之目的, 是作為履行物業及設施管理職責的用途。顧客於提供個人資料前, 請先參閱列印於此文件最後部份之「個人資料收集聲明」全文。

Attention: The purpose of collecting the below data is to perform and facility management duties of our company. Customer is advised to read the full version of the "Personal Information Collection Statement" printed at the bottom of this document before providing the personal information.

駿景園會所 Club Ascot

健康舞室 / 宴會廳 申請表格

Aerobic Room / Function Room Application Form

姓名
Name: _____

單位
Unit: _____

聯絡電話
Contact Tel.: _____

租用
Rental: 健康舞室 / 宴會廳
Aerobic Room / Function Room

細節 Details

日期 Date: _____ 時間 Time: _____

性質 Nature: _____

收據 Receipt No: _____ 人數 No. of Participant: _____

聲明 Declaration

本人/及本人所攜同之訪客已清楚了解及同意遵守會所守則。本人並完全負責本人/及本人所攜同訪客的安全及帶柁的財物。一切由是項活動引致傷亡或財物損失, 概與駿景園會所無關。

I (and my guest) clearly understand the rules of the club house. I (and my guests) agree to abide by the rules and regulations of the Club, I hold responsible for (me/my guest) safety and belongings, and the Club shall not be liable for all deaths, injuries or losses of properties arising out of this activity.

申請人簽署
Signature: _____

日期
Date: _____

- 所有活動只供駿景園住戶使用, 訪客只能在住客夠同下方可使用。
All of the Rooms is intended for the exclusive use and enjoyment of the residents of Club Ascot, Guests should be accompanied by residents at all time.
- 會所有權停止一切認為不恰當的活動而無須先通知, 已繳費用恕不退還。住戶在申請時應清楚告知會所有關活動用途。
The Club Management reserves the right to stop any activity, which seems to be improper without prior notice.
- 會所內謝絕進行一切商務, 教學, 政治或宗教用途。
No commercial business, teaching, politics or religion events will be allowed in the Club.
- 會所保留隨時更改以上預訂規則而不作另行通知。
The Club reserves the right to amend the above Rules and Regulations without prior notice.

職員專用 For Staff Use Only

經手人

日期

核實

個人資料收集聲明

以下是啟勝管理服務有限公司遵照香港特別行政區法例第 486 章《個人資料(私穩)條例》之要求而發表，在向閣下收集資料時通知閣下若干事項。

- 在我們為閣下提供物業管理服務之時，閣下會被要求向我們提供個人識別資料。我們有必要收集閣下之資料，以便向閣下提供服務。倘若閣下未能提供所需資料，我們可能不能向閣下提供有關服務或協助。
- 我們所收集之資料將用作處理有關申請、日常管理及/或任何跟進事宜。此外，有關資料亦可能用於內部及/或可能被披露或轉移往本集團作統計調查、分析，上述之團體亦可存取該等資料。
- 我們只會在有需要的時間內，為了達到收集個人資料所需目的而保存閣下的個人資料及只供我們的獲授權人仕使用。

如閣下同意向我們支付合理之手續費，閣下有權要求存取或更正我們所持有關於閣下之資料。倘若閣下需要查核我們是否持有閣下之個人資料，又或者想存取或更正閣下有關之任何不確資料，請電郵 dpo@kaishing.com.hk 往啟勝管理服務有限公司，或投寄到香港灣道三十號新鴻基中心二十三樓二零一室資料保障主任。

PERSONAL INFORMATION COLLECTION STATEMENT

It is the policy of Kai Shing Management Services Limited, as one "Data User", in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of the Hong Kong SAR and notify you of certain matters when collecting information from you.

- At the time of providing our property management services, you may be asked to provide us with personally identifiable information. It is necessary for us to collect your information for providing you the services. You are not obliged to supply the data here but if you fail to provide the information requested, we may not be able to provide you the services or assistance.
- The information we collected will be used for processing all matters relating to the relevant application, daily operation and/or any follow up actions. In addition, we may use the personal data and our information will be accessed by, disclosed or transferred to Our Group for internal statistical research and/or analysis. All of the aforesaid organizations can keep such personal data.
- We will keep your personal data only for as long as necessary to fulfill the purpose for which it is collected. The data you provide will only be handled by our authorized employees and persons.

You have the right to request access to, or correction of, information about you which is held by us, by paying us the reasonable charges incurred by us in relation to administering and complying with your request. If you need to check whether we hold your personal information or if you wish to have access to, or correct any information relating to you which is inaccurate, please write via e-mail to our Data Protection Officer at dpo@kaishing.com.hk or via mail to Room 2301, 23/F, Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, Hong Kong.