

Application Form / Application for Personal Data Amendment

Card Issue Date: 14 working days after submitting the application form with photo. Pick up at the place specified (See part G).

A • Please complete the form in English and print in block letters

- ☐ New Application (Please fill in A, B, C, D, E, F parts and attach a photo and **HK\$40** handling fee.)
☐ Replacement (Please fill in A, B, C, D part which is to be amended and **HK\$100** handling fee.)
☐ Amendment (Please fill in A, B, C, D part which is to be amended.)

B • Personal Particulars I (Must fill in all the information)

Chinese name on identity card : _____

English name on identity card : _____

Residential Tel: _____ Mobile: _____

C • Personal Particulars II

(Must fill in all the information for new application. For amendment, only the information to be amended is filled out.)

Church Pass / Membership Card No: _____ or ☐ I don't know my card no.

Status of membership :

- ☐ Members baptized in Shatin Baptist Church (Date of baptized : _____ ☐ Please check for me).
☐ Attendants not baptized in Shatin Baptist Church.

Name appeared in ☐ My Chinese Name or ☐ Others (please specify): _____

Date of Birth(DD/MM/YYYY): _____ Gender: ☐ M / ☐ F

Place of Birth: _____ Nationality: _____ Email: _____

Correspondence Address: _____

Zone Pastors and leaders (Please fill in the full name):

- ☐ I do not belong to any zones or
☐ Name of zone pastor: _____ Name of leader: _____

D • Personal Particulars III

1. Marriage Status:	Name of family members	Date of Birth (MM/YYYY)	Does he/she have membership card	Does he/she join congregation or cell groups (e.g. BB, AWANA, etc)
Spouse:			☐ Yes ☐ No	☐ Yes ☐ No
Child 1:			☐ Yes ☐ No	☐ Yes ☐ No
Child 2:			☐ Yes ☐ No	☐ Yes ☐ No
Child 3:			☐ Yes ☐ No	☐ Yes ☐ No
Child 4:			☐ Yes ☐ No	☐ Yes ☐ No
Father:			☐ Yes ☐ No	☐ Yes ☐ No
Mother:			☐ Yes ☐ No	☐ Yes ☐ No
2. Educational Attainment:	☐ No schooling/Pre-primary ☐ Primary ☐ Secondary ☐ Sixth Form ☐ Post secondary (Diploma / Certificate) ☐ Post secondary (sub-degree course) ☐ Post secondary (degree course) ☐ Master ☐ Doctor ☐ Others, please specify: _____			

3. Occupation Status:	☐ Student ☐ Housewife ☐ Unemployed	☐ Part-time ☐ Full-time ☐ Retired
4. Occupation Type: (If applicable)	☐ Managers & Administrators ☐ Professionals ☐ Associate Professionals ☐ Clerks ☐ Service Workers & Shop Sales Workers	☐ Elementary Occupations (Including Domestic Helpers) ☐ Machine Maintenance & Related ☐ Plant & Machine Operators, Assemblers ☐ Skilled Agricultural & Fishery Workers ☐ Others, please specify: _____
5. Industry: (If applicable)	☐ Manufacturing ☐ Construction ☐ Wholesale, Retail, Import/Export Trades, Restaurants & Hotels	☐ Transport, Storage & Communications ☐ Financing, Insurance, Real Estate & Business Service ☐ Community, Social & Personal Services ☐ Others, please specify: _____

E • For attendants baptized in other churches, please fill in the following.

Status of Baptism:	Baptized / Not Baptized (Please cross out if not appropriate)
Church of Baptism:	
Date of Baptism: (DD/MM/YYYY)	

F • Declaration

Personal Data (Privacy) Statement

This statement lists the use of personal data collected by Shatin Baptist Church ("the Church") and the right you can enjoy under the HK SAR Personal Data (Privacy) Ordinance Cap. 486. We ensure that the members of staff abide the confidentiality of personal data collected.

Purpose of collection and Guideline for Use of Personal Data

To provide personal data to the Church is on voluntary basis. We may not be able to process your application or provide service to you if you fail to provide sufficient personal data. The information collected for the following purposes of

- updating our database of membership so as to maintain communication
 - conducting statistical research for ministry purpose.
 - planning for strategy and direction of the Church in the future.
 - using your personal data in future (name, telephone number, fax number, email and mailing addresses) to update you with our information, fundraising appeal, activities or courses invitation as well as for feedback collection and related promotion purposes. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes.
- ◆ Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

☐ I object to the proposed use of my personal data for the above-mentioned promotion purposes.

Transfer of Personal Data

Your personal information will be kept confidential but the Church may transfer such information to the following parties.

- Any person with your express consent.
- Zone pastors and senior pastors.
- Any agent, contractor or service provider who provides administrative, computer or other services to the Church in connection with the system and any other person which has undertaken to keep such information confidential and under a duty of confidentiality to the Church.
- Those meeting any disclosure requirements imposed by law or court orders or pursuant to guidelines issued by regulatory or other relevant authorities.

Security of Personal Data

We shall endeavor to store personal data in our system with password protection.

Access to Data

Under the Ordinance, you have the right to access and request correction of any personal information concerning yourself held by the Church. Request for access to or correction of your personal information can be made by filling in "Correction Form" and in writing to the Central Support Unit. We also have the right to charge a reasonable fee for the processing of any data access request.

- Please sign below to indicate your agreement to the use of your personal data for Promotion Purposes.

Applicant's Signature: _____

Date: _____

G • For Office Use Only

Invoice No:	Place to pick up the card:		
	☐ Lek Yuen	☐ Citimark	☐ Unity ☐ STW ☐ Ma On Shan
Handled by: ()	Checked by:	Produced by: ()	
Date:	Date:	Date:	