

To: Tobacco and Alcohol Control Office, Department of Health
Fax: 2156 0521
Attn: Nursing Officer (TACO)
Enquiry Tel: 3901 4182
E-mail: quit@dh.gov.hk

Referral to the Smoking Cessation Hotline
Department of Health

3 Steps Referral -

Step 1: **Obtain client's verbal consent** for providing his/her name and contact number to the quitline service

Step 2: **Fax** the completed form to **2156 0521**

Step 3: **Inform** the client that quitline counsellor will contact him/her within 5 working days

Consent for referral

Mr/ Ms/ Mrs _____ (name of client) consented to provide information below to the Smoking Cessation Hotline of the Department of Health for follow up.

Client's contact telephone number: 1) _____ 2) _____

Date of consent: _____

Information of the Referring Organisation (Mandatory)

Organisation:
(hospital/clinic/division/company) _____

Contact person: _____

Title: _____

Contact telephone no.: _____

Fax no.: _____

Organisation chop: _____

Notice of Collection of Personal Data

1. Purpose of Collection

- i. The personal data provided will be used by the Department of Health (“DH”) for provision of smoking cessation and related service.
- ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.
- iii. 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. Classes of Transferees

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

3. Access to Personal Data

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. Enquiries

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer, Tobacco and Alcohol Control Office, Department of Health, Room 1801, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon.