

Application Form for Retention of Very Brief Advice (VBA) Supporting Materials

Notes for Applicants:

1. Please complete the form and **fax to 2575 8944** or **email to tobaccocontrol@dh.gov.hk**. For enquiries, please **call 2961 8823**.
2. The quantity of materials to be distributed is subject to availability. Applicants should agree and ensure that use of VBA supporting materials must not be related to any tobacco promotion and advertisement, and not related to any organisation or event which receive sponsorship or funds from tobacco related companies or tobacco industry.
3. All materials can only be used for smoking cessation purpose.
4. No duplication or extraction of VBA supporting materials is allowed without authorization from the Department of Health.

To be Completed by Applicant

The personal data provided in this form will be used for the purpose of processing applications for Very Brief Advice (VBA) supporting materials and other applications of the kind.

Name of Clinic/Organisation:	
Name of Applicant:	Tel.:
E-mail Address:	Fax:
Correspondence Address:	

Signature of Applicant & Stamp of Organisation: _____ Date: _____

Statement of Purposes for Collection of Personal Data

Purpose of Collection

1. The personal data you provided to the Department of Health (DH) will be used for the following purposes:
 - (a) to facilitate communication and follow up actions as required in giving smoking cessation referrals; and
 - (b) for record/statistical purpose

If you do not provide sufficient information, we may not be able to accede to your request or giving you a referral to the suitable healthcare service.

Classes of Transferees

2. The personal data provided are mainly for use within this Department, but they may also be disclosed to other Government bureaux and departments for the purpose stated in paragraph 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.




Access to Personal Data

3. 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 paragraph 1 above. A fee may be imposed for complying with a data access request.

Enquiries

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

Please insert requested quantity of VBA supporting materials in the appropriate boxes.

Code	Item	Thumbnail	Requested Quantity	Approved Quantity#
V01	Flowchart for VBA delivery (A4 size) <ul style="list-style-type: none"> A step-by-step flowchart on how to deliver VBA 			
V02/03	Patient Pamphlet (A4 size, Chi[V02] / Eng[V03]) <ul style="list-style-type: none"> A pamphlet for smokers with information on quitting and free smoking cessation services 		(Chi)	
			(Eng)	
V04	Referral Guide (bilingual) <ul style="list-style-type: none"> A guide on phone and fax referral to cessation services with a notice of collection of personal data for such referral 		(Chi)	
			(Eng)	
V05/06	Referral Form (Chi[V05] / Eng[V06]) <ul style="list-style-type: none"> A form for fax referral to cessation services 		(Chi)	
			(Eng)	
V07	Reminder Sticker (3.5 cm x 4 cm; bilingual) <ul style="list-style-type: none"> Post-it stickers as reminders for assessing smoking status upon follow-up 			

Official use only

For softcopies or more information on VBA, please visit www.livetobaccofree.hk.