



Elderly Health Service, Department of Health Health Education Printed Material Request Form

Points to note on application:

1. Health education materials provided by the Department of Health are free of charge for health education purposes.
2. The health education materials obtained should only be used for health education and health promotion purposes and should not be used for profit-making.
3. The Department of Health reserves the right to decide on the quantity of materials provided, depending on stock availability.
4. Please read through the “Personal data (Privacy Ordinance, Statement of Purpose)” (Annex I) before completing this form.
5. Please fill in and return the completed form by post or fax to Elderly Health Service, Department of Health:

Address: 11/F, ChinaChem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong

Fax: 2121 8628

6. If the data provided is inaccurate, the application will be deemed invalid and will not be processed.
7. We will contact you upon receipt of your application through telephone or e-mail for matters relating to collection date, time, quantities of items given, etc. Please make sure you leave us a valid and correct telephone number and/or e-mail address.
8. Once the application has been approved, please **collect the health education materials** at the **Elderly Health Service, Department of Health** during the office hours:

Address: 11/F, ChinaChem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong

Office Hours: Monday to Friday 8:30 AM to 1:00 PM, 2:00 PM to 5:30 PM

Disclaimer

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Applicants Details

(Provide all information in BLOCK letters)

Name of Applicant:	
Name of Organisation (if applicable):	
E-mail Address (if applicable):	
Day time contact phone number:	
Purpose: (must fill):	

Date: _____

Put a and mark the quantity of printed health education materials required in the box as appropriate:

Name of Material	Type	Language	✓	Quantity
Pamphlets				
Our Services				
Elderly Health Centre	Pamphlet	Chinese		
Elderly Health Centre	Pamphlet	English		
Health Problems				
Knee Joint Protection Techniques	Pamphlet	Chinese		
Knee Joint Protection Techniques	Pamphlet	English		
Varicose Vein - Exercise and Care	Pamphlet	Chinese		
Varicose Vein - Exercise and Care	Pamphlet	English		
Mental Health				
Coping with Grief	Pamphlet	Chinese		
Coping with Grief	Pamphlet	English		
Understanding Dementia	Pamphlet	Bilingual		
Understanding Stress	Pamphlet	Bilingual		
Nutrition				
Common Eating Problems Among Elders - Causes and Management	Pamphlet	Chinese		
Common Eating Problems Among Elders - Causes and Management	Pamphlet	English		
Diet Recommendations for Heart Health	Pamphlet	Chinese		
Diet Recommendations for Heart Health	Pamphlet	English		
Dietary Guidelines for Patients with Diabetes Mellitus	Pamphlet	Chinese		

Dietary Guidelines for Patients with Diabetes Mellitus	Pamphlet	English		
Dietary Principles for Gout	Pamphlet	Chinese		
Dietary Principles for Gout	Pamphlet	English		
Healthy Dishes for Four Seasons	Pamphlet	Chinese		
Healthy Dishes for Four Seasons	Pamphlet	English		
Healthy Eating for Seniors	Pamphlet	Chinese		
Healthy Eating for Seniors	Pamphlet	English		
Healthy Snacks for Elders	Pamphlet	Chinese		
Healthy Snacks for Elders	Pamphlet	English		
Low Sodium (Salt Diet)	Pamphlet	Chinese		
Low Sodium (Salt Diet)	Pamphlet	English		
Shopping Smart for Better Food Choices	Pamphlet	Chinese		
Shopping Smart for Better Food Choices	Pamphlet	English		
Physical Activity				
“Stay Active at Home”	Pamphlet	Bilingual		
Self-Care Tips				
Assistive Devices for Daily Living - Dressing	Pamphlet	Chinese		
Assistive Devices for Daily Living - Dressing	Pamphlet	English		
Assistive Devices for Daily Living - Feeding	Pamphlet	Chinese		
Assistive Devices for Daily Living - Feeding	Pamphlet	English		
Assistive Devices for Daily Living - Home Living	Pamphlet	Chinese		
Assistive Devices for Daily Living - Home Living	Pamphlet	English		
Assistive Devices for Daily Living - Transfer and Safety	Pamphlet	Chinese		
Assistive Devices for Daily Living - Transfer and Safety	Pamphlet	English		
Posters				
Keep Floors Dry to Prevent Falls in Elderly	Poster	Bilingual		
What You Need to Know When You Visit Elderly Homes	Poster	Bilingual		

Personal Data (Privacy) Ordinance
Statement of Purposes

Annex I

Purpose of Collection

1. The personal data provided will be used by the Department of Health (“DH”) for the following purposes:
 - (a) For processing the application for request of health education materials; and
 - (b) For record/statistical purpose.

We may not be able to process your application if you do not provide sufficient information.

Classes of Transferees

2. The personal data you provided are mainly for use within DH but they may also be disclosed to other Government bureau / departments or relevant parties for the purposes mentioned 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 concerning personal data provided, including the making of access and corrections, should be addressed to Elderly Health Service, Department of Health:

e-mail: ehsenq@dh.gov.hk
Telephone: 2121 8621