



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau  
Government Secretariat, Government of the Hong Kong Special Administrative Region  
The People's Republic of China

本局檔號 Our Ref.: EDB(SDCT)2/ADM/60/1/6(1) 電話 Telephone:  
來函檔號 Your Ref.: 傳真 Fax Line:

19 June 2013

To: Supervisors/ Principals of All Primary Schools (including Special Schools)

Dear Supervisor/ Principal,

**The Immunisation Record System (IRS)**  
**of Department of Health (DH)**

Starting from the 2013/14 school year, in addition to the existing immunisation record cards, the DH will launch an electronic IRS to capture and store students' immunisation records in a central data base.

For the above purpose, DH issued a letter to all primary schools, introducing the system and relevant arrangements. Please refer to the letter enclosed for details.

For enquiries, please contact the Electronic Health Record Management Team of DH at 2803 5162.

Yours sincerely,



(Mrs S C KWONG)

for Secretary for Education

香港特別行政區政府

衛生署  
電子健康記錄管理組

香港西灣河太安街 29 號  
東區法院大樓 13 樓閣樓



THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION

DEPARTMENT OF HEALTH  
eHR MANAGEMENT TEAM

PENTHOUSE, 13/F, EASTERN LAW COURTS BUILDING  
29 TAI ON STREET, SAI WAN HO, HONG KONG

本署檔號 Our Ref. : DH/eHRMT/2600-1

電話 Tel. No. : 2803 5162

圖文傳真 Fax : 2803 5237

18 June 2013

Dear Principal / Person in charge,

**Providing students' personal information for the  
Immunisation Record System (IRS)**

The School Immunisation Teams of the Department of Health (DH) have been providing immunisation services for primary school students in the territory-wide School Immunisation Campaign for decades. In addition to the existing immunisation record cards kept by the students/parents, an electronic IRS will be launched in the coming 2013/14 school year to capture and store students' immunisation records in a central database. Besides a student's name, gender and date of birth, the Hong Kong Identity Card (HKIC) / Hong Kong Birth Certificate (HKBC) number will also be required in the IRS to uniquely identify the student in the system so as to ensure the integrity of the records. If a student does not possess the HKIC / HKBC, the identification number of other documents, such as passport, can also be accepted.

For the above purpose, new clauses will be added in both the Statement of Purposes for collection of personal data and parent's/guardian's consent forms starting from the 2013/14 school year **for parents/guardians to consent on the provision of such personal information by schools to DH**. A sample of the revised Statement of Purposes and consent form are enclosed for your easy reference.

We sincerely hope that, with the revised consent forms, your school will assist us by providing the required personal information before the visit by our School Immunisation Teams for the goal of establishing an accurate and comprehensive immunisation records for the students. A convenient way to provide such information is via the electronic file (Excel) template to be distributed by the School Immunisation Teams to your school before the visit.

Thank you in advance for your kind assistance. If you have any further enquiries, please do not hesitate to contact the Electronic Health Record Management Team, DH at 2803 5162.

Yours sincerely,

(Dr. CHAN Kwok-tim)  
for Director of Health

*We are committed to providing quality client-oriented service*

**COLLECTION OF PERSONAL DATA**  
**STATEMENT OF PURPOSES**  
**Immunisation Services**

Purpose of Collection

1. Your personal data and the personal data of the student named in the immunisation consent form, whether provided by you or transferred from the school with your consent, to the Department of Health (DH) in connection to the subject student's participation in the Hong Kong Childhood Immunisation Programme will be used by the DH for the following purposes:

- (a) Ensuring student's unique identity;
- (b) Ensuring the accuracy of students' immunisation records;
- (c) Consent for prevention of disease, provision of treatments and performing of medical tests;
- (d) For medical examination, diagnosis, preparing test results, provision of treatment for continuation of care, and for reference by medical professionals;
- (e) Tracing defaulters for follow up/treatment;
- (f) For preparing statistics, carrying out research or teaching purpose.

The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide service/assistance to you.

Classes of Transferees

2. The personal data collected is mainly for use within DH but it may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. For purposes other than those listed in paragraph 1, 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, Cap.486.

Access to Personal Data

3. You have a right of access and correction with respect to 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. A fee may be imposed for complying with a data access request.

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections, please contact us during office hour:-

Telephone : 2615 8566 / 2615 8567  
Address : 2/F, 115 Castle Peak Road, Tsuen Wan

School Immunisation Teams  
Centre for Health Protection  
Department of Health

