

**香港海洋公園保育基金**

**無飲管運動－「海岸保衛者」學生大使計劃2017-18**

**簡介 及 報名表格**

**簡介**海洋垃圾對環境、海洋生物、經濟，甚至人類健康也會造成影響。為鼓勵公眾減少使用即棄塑膠產品，保育基金推行《無飲管運動》，希望大眾由改變生活中的小習慣開始，建立「走飲管及減膠」的潮流，於減少海洋垃圾的同時亦減低塑膠垃圾對海洋生物的威脅。此運動更希望提醒大家即使是「走飲管」如此簡單的一步，也可以對改善環境有極大幫助。而《無飲管運動》當中的「海岸保衛者」學生大使計劃旨在讓學生認識海洋垃圾的嚴重性及海岸保育的重要性，並鼓勵學生以行動實踐保育。參加學生將親身體驗如何撰寫活動提案、管理及籌備保育宣傳活動。保育基金希望藉此計劃豐富學生大使的保育知識，並增強他們的自信心、創意思維、及管理及溝通技巧。

**計劃詳情**

本計劃將於2017年12月至2018年8月間進行，活動包括：

１．香港海岸生物多樣性及其保育概況講座

日期：2017年9月1日至11月30日（約60分鐘）

內容：由保育基金代表到校講解香港海岸生物多樣性、其保育概況、海洋垃圾問題及簡介學生大使計劃詳情。

２．學生大使計劃工作坊

日期：2017年12月16及17日上午10:30至下午5:00

內容：學生大使將於兩天的工作坊中學習演說及活動提案撰寫技巧，並參加生態導賞團及進行海岸清潔活動。完成工作坊後，學生大使將加深對香港海岸生態的認識，並了解海岸生物面臨的威脅。

３．提交及講解海岸保育活動推廣提案

日期：2018年2月10日上午10:00至下午12:30

內容：學生大使須向保育基金提交及講解海岸保育推廣活動提案。保育基金評審團將審核活動提案，並於2018年2月24日公佈獲資助之組別。每組學生大使最多可獲港幣１萬元資助舉辦該活動。

4．生態保衛賽教育活動攤位（自願性參與）

日期：2018年3月4日上午8:00至下午2:00

內容：學生大使可構思教育活動或小遊戲，於海洋公園保育基金第4屆生態保衛賽教育攤位和大眾分享海岸保育的知識和重要性。

５．社區海岸保育推廣活動

日期：2018年3月至8月

內容：學生大使須於此段時間舉辦獲資助之活動，向大眾推廣海岸生態及保育知識。

**活動時間表**

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| 2017年9月1日至10月31日 | 計劃接受報名 |
| 2017年11 月10日 | 公佈獲選學生大使名單 |
| 2017年12月16日 及17日 | 學生大使計劃工作坊 |
| 2017年12月下旬至2018年2月上旬 | 撰寫活動提案 |
| 2018年2月10日 | 提交及講解海岸保育活動推廣提案 |
| 2018年2月 24日 | 公佈獲資助之海岸保育推廣活動名單 |
| 2018年3月4 日 | 生態保衛賽教育活動攤位（自願性參與） |
| 2018年3月至8月 | 於社區舉辦獲資助之海岸保育推廣活動 |

**參加詳情**

所有香港特別行政區註冊之正規課程中學均可參加本計劃。為珍惜紙張和保護環境，希望老師能善用網上資源提交申請。老師可到以下網址下載申請表格文件檔，並把填妥的申請表以及所需文件電郵至janet.ho@oceanpark.com.hk。計劃截止報名日期為2017年10月31日。香港海洋公園保育基金將根據申請學校所提交的資料作出評核，並有機會派員與負責教師/學生會面。最多5個組別將獲選為學生大使。獲選組別名單將於2017年11月10日於保育基金FACEBOOK專頁內 (@OPCFHK) 公布。

**注意事項**

1) 每間參與學校須自行組隊參與本計劃，每隊學生三至五名。

2) 參與學生大使必須出席所有與本計劃有關的活動及簡介會。

3) 參與學生大使必須舉辦獲資助之海岸保育推廣活動，否則將不獲任何資助。

**報名及查詢**

香港海洋公園保育基金

助理社區教育經理何卓穎小姐 Ms. Janet Ho

電話：3923 2697 電郵：janet.ho@oceanpark.com.hk

**香港海洋公園保育基金**

**無飲管運動－「海岸保衛者」學生大使計劃 2017-18**

**參加表格**

**為確保資料正確，以及環保原因，保育基金建議各申請學校以電腦填寫及以電郵提交以下表格。同時間，保育基金提醒各學校，請謹記於參加表格最後一欄簽暑，否則表格將有機會作廢。**

另外，學校於填寫此表格前，我們誠邀各學校先與保育基金安排於2017年9月1日至11月30日於學校舉行香港海岸生物多樣性及其保育概況講座予全校，以讓學校了解香港海岸保育情況及計劃詳細內容。此講座屬於自願參與性質，請有興趣的學校電郵 janet.ho@oceanpark.com.hk或致電 3923 2697 與何小姐聯絡。

**申請者資料**

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| **學校資料** |
| 學校名稱： | (中) (Eng) |
| 學校地址： | (中) (Eng) |
| 學校電話號碼： |  |  | 學校傳真號碼： |  |  |
|  |
| **負責老師/ 人員資料** |
| 姓名及職銜： |  | 手提電話號碼： |  |
| 電郵地址： |  |
| 計劃參與學生人數： |  | 學生級別：  |  |
| *\*保育基金將聯絡以上負責老師有關參加表格的查詢及其申請結果，故請確定以上「負責老師資料」正確。**\*\*參與此計劃的各學校組別必須有學校負責老師或工作人員，而不能由學生自行參加。**\*\*\*此參加表格可由負責老師、負責工作人員或參與組別的同學填寫，請學校自行決定。* |
| 參與組別學生名單： |
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| *注意：**1) 每間參與學校須自行組隊參與本計劃，每隊學生最少三名，最多五名。每間學校組別數目不限，但每組須獨立填寫一份表格。**2) 參與學生大使必須出席所有與本計劃有關的活動及簡介會。**3) 參與學生大使必須舉辦獲資助之海岸保育推廣活動，否則將不獲任何資助。* |

**其他資料**

1. 請以約200字簡介參與本計劃的原因及學習目標：

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1. 你認為此計劃如何配合 貴校科學科甚至其他科目的主流課程?

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1. 貴校將負責此計劃的負責老師或同學是否曾參加由其他機構舉辦的環保或保育活動？請選擇以下類別並說明有關經驗：

□ 綠色校園 □ 環保教育宣傳計劃 □ 學生環保領袖/大使計劃 □ 生態保育活動

□ 於校內飼養動物 □ 其他：\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 沒有參加過類似的環保或保育活動

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1. 請以不多於200字說明一項你成功申請計劃後最希望實現的海岸保育宣傳項目：

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1. 請於以下位置以概念圖(concept map)描繪以下主題：

「海岸保育與你的關係是什麼？你認為如何才能做到海岸保育？」

關於概念圖：<http://www.inspiration.com/visual-learning/concept-mapping>

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**參加詳情:**

所有香港特別行政區註冊之正規課程中學均可參加本計劃。為珍惜紙張和保護環境，希望老師能善用網上資源提交申請。請把填妥的申請表以及所需文件電郵至janet.ho@oceanpark.com.hk。**計劃截止報名日期為2017年10月31日**。香港海洋公園保育基金將根據申請學校所提交的資料作出評核，並有機會派員與負責教師/學生會面。最多5個組別將獲選為學生大使。獲選組別名單將於2017年11月10日於保育基金FACEBOOK專頁內 (@OPCFHK) 公布。

**□ 本人已得悉及贊同以下聲明：**

* 本人確定所有提供的資料全部屬實。
* 本人確知香港海洋公園保育基金擁有本申請之最後決定權。
* 本人確保參與組別的同學將能出席所有與本計劃有關的活動。

***個人資料收集聲明***

*本人/我們亦已閱讀香港海洋公園保育基金("保育基金")的個人資料收集聲明（見下頁），包括在直接促銷中使用本人/我們的個人資料有關的資訊。本人/我們明白本人/我們有權在下列方格內加上剔號（“****√****”）表示拒絕該等直接促銷。若本人/我們不在下列方格內加上剔號（“****√****”），保育基金可使用本人/我們的個人資料（主要爲本人/我們的姓名及聯絡詳情）向本人/我們直接促銷産品、服務、活動及其他標的（主要爲保育基金或其商業或合作夥伴提供的消費産品及服務），有關詳情請參閱保育基金個人資料收集聲明。*

🗆 *請不要向本人/我們提供直接促銷資訊。*

負責老師簽署 ：

負責老師姓名 ： *(請以正楷填寫)*

日期 ：

**報名及查詢**

香港海洋公園保育基金

助理社區教育經理何卓穎小姐 Ms. Janet Ho

電話：3923 2697 電郵：janet.ho@oceanpark.com.hk

**香港海洋公園保育基金（「保育基金」或「我們」）**

**收集個人資料聲明**

我們爲了下列理由在此收集閣下的個人資料，並以此聲明及保育基金的個人資料私隱政策聲明中所列明的指引及原則，處理及持有該等資料。該等指引及原則廣泛適用於我們持有的資料。我們力圖充分遵守香港法例第486章個人資料（私隱）條例的條文。

我們提供此聲明以表明我們對保護閣下私隱的堅定承諾及披露我們收集及移轉資料的慣常做法。

**收集方式**

我們主要透過請求閣下填寫表格或問卷直接收集個人資料，亦會為提供閣下要求的服務、活動或設施收集個人資料。

我們亦可能收集有關閣下的互聯網協定地址、瀏覽器類型、域名及瀏覽時間的資料。

**可能被收集的個人資料**

我們為提供服務、活動及設施，視乎所提供的服務、活動及設施的性質，需要閣下不時向我們提供不同種類的個人資料。我們收集的個人資料可能包括（但不限於）閣下的姓名、年齡、稱謂、職位、地址、聯絡號碼（包括流動電話及傳真號碼）及電郵地址。該等個人資料亦可能關於跟閣下要求的資訊、服務、活動或設施有關的其他人士，例如閣下子女或其他家庭成員的個人資料。閣下可自行選擇提供個人資料或任何資料，但若未能提供我們要求所需的個人或其他資料，可能會導致我們無法處理閣下的要求或提供閣下要求的服務、活動及設施。

我們提供的某些教育或其他課程或活動爲團體活動，參加者有機會被我們的攝影師、該等活動的其他參加者拍攝。該等活動的每位參加者因此必須無條件同意在活動過程中被我們的攝影師或其他參加者拍攝。參加者遞交參加有關活動的申請表格即代表其接受此條件。

我們亦可能産生及編制有關閣下的資料。閣下提供的或我們不時産生及編制有關閣下的個人資料及其他資料統稱爲「閣下資料」。

**使用閣下資料**

我們會於活動完結後的三年內採取所有切實可行步驟銷毀閣下的個人資料。但如閣下同意或不反對在直接促銷中使用閣下的個人資料，我們可繼續保留及使用閣下的個人資料〈主要為閣下的姓名及聯絡詳情〉向閣下直接促銷產品、服務、活動及其他標的，直至閣下隨時選擇不接受直接促銷。

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| 我們可能不時使用閣下資料作下列一個或多個用途：  |
| (i)  | 提供服務、活動及設施及處理有關的申請或要求，包括但不限於處理捐款、參加教育或保育活動及教育課程的申請或「基金之友」會籍的申請、運作我們的網站及有關的行政、管理、運作及維修事宜；  |
| (ii)  | 與閣下溝通，包括但不限於回應閣下對資訊、服務、活動及設施的要求；  |
| (iii)  | 設計及提供比賽、遊戲、抽獎、推廣、意見調查及/節目；  |
| (iv)  | 使閣下能夠從我們的網站向朋友發送有關所選網頁的電郵或電子賀卡；  |
| (v)  | 促銷産品、服務、活動、設施及其他標的（詳情請參閱以下「在直接促銷中使用閣下資料」部分，閣下可選擇不接收促銷資訊）；  |
| (vi)  | 訂制閣下於我們網站的體驗、顯示閣下感興趣的內容、利用與廣告商（在不透露我們網站的個人用戶的身份的基礎上）綜合分享的人口數據根據閣下的喜好顯示內容；  |
| (vii)  | 診斷我們伺服器出現的問題及使用閣下的互聯網協定地址管理我們的網站；  |
| (viii)  | 進行內部統計研究及分析；  |
| (ix)  | 在香港境內或境外適用的任何法律、法院命令、指令、守則或指引要求下作出披露；  |
| (x)  | 調查及處理涉及保育基金，或我們的任何客人、捐贈者或網站使用者的投訴或個案；及  |
| (xi)  | 預防、偵測或調查可疑或非法活動。  |

若個人資料將於收集後被顯示，例如宣布比賽獲獎人士詳情，我們將適當地把資料匿名並預先告知閣下。

**披露閣下資料**

我們重視接收到的所有個人資料並盡力保持其私隱。除非閣下事先同意或法律要求，我們並不會向任何第三方轉移或披露閣下資料，唯我們可能如以下所述於香港境內或境外轉移或披露閣下資料（而我們並不會向另一方轉移閣下資料以供其在直接促銷中使用）：

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| (i)  | 我們的附屬公司、聯營公司及/或商業夥伴；  |
| (ii)  | 就我們的運作向我們提供服務或意見（使我們能夠提供或協助我們提供閣下要求的服務、活動或設施）的任何人員、代理人、顧問、核數師、承包商或服務供應商；  |
| (iii)  | 若閣下同意或不反對我們在直接促銷中使用閣下資料（詳情請參閱以下「在直接促銷中使用閣下資料」部分），我們與其分享資料以向閣下提供特別優惠及資訊的促銷傳訊及營運夥伴；  |
| (iv)  | 對我們有保密責任的任何人士；及  |
| (v)  | 我們根據香港境內或境外適用的任何法律、法院命令、指令、守則或指引要求需要向其作出披露的任何人士。  |

因我們無力控制非我們代理人的任何第三方（例如我們需要向其披露閣下資料的任何政府機構）的行爲，閣下應留意此聲明內所載列的私隱保障並不適用於根據此聲明向該等第三方披露的任何資料。我們會盡量只跟負責任的第三方往來，但我們對該等第三方所提供的私隱保障並不負責。

**在直接促銷中使用閣下資料**

除非閣下同意或不反對，我們方可在直接促銷中使用閣下資料。

就直接促銷，我們有意：

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| (i) | 使用我們不時收集、編制、産生或持有的閣下姓名、聯絡詳情、客戶分析資料、捐款紀錄及服務、産品及活動組合資料；及 |
| (ii)  | 促銷及推廣有關保育基金或我們的商業及合作夥伴的産品、服務、活動、設施、教育課程、比賽、遊戲、抽獎、推廣及/或項目，包括： |
|  | * 我們的「基金之友」會員福利及優惠
* 親子、教育或康樂活動
* 保育基金的消息及資訊
 | * 節日或慈善活動或特別節目
* 野生動物及環境保育
* 意見調查；及
 |
|  | 我們的商業及合作夥伴提供的産品及服務包括：  |
|  | * 航空及交通運輸服務
* 旅遊服務及産品
* 餐飲
* 家居用品
* 個人護理産品
* 電訊及相關産品及服務
* 書刊及其他印刷品
* 影音産品
* 教育、玩具及兒童商品及服務
 | * 消閑産品
* 運動用品
* 美容産品及服務
* 時裝及服裝
* 鮮花及禮物籃
* 銀行、金融及保險産品
* 鐘錶及首飾珠寶
* 電腦、電子産品及遊戲
* 汽車及相關産品及服務
 | * 互聯網及社交媒體服務
* 房地産
* 購物中心
* 超級市場及便利店
* 博物館、文化中心、戲院及其他場所及相關節目、展覽、表演及娛樂
* 酒店住宿及款待
* 現金券、優惠券及禮品卡
* 慈善活動
 |

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**查閱及改正資料**

閣下有權查閱及（如適用）改正或更新我們持有的有關閣下的任何個人資料。閣下亦有權要求獲悉我們的[私隱政策](http://www.opcf.org.hk/tc/footer/privacy)及我們持有的個人資料種類的詳情。

如閣下希望行使任何該等權利，煩請向我們的高級會籍及活動統籌主任發送電郵至 opcf@oceanpark.com.hk 或致函下列地址：

高級會籍及活動統籌主任
香港海洋公園保育基金
香港香港仔海洋公園
電話：(852) 3923 2217
傳真：(852) 2553 5840

**Ocean Park Conservation Foundation, Hong Kong**

**No Straw Campaign - Coastal Protection Ambassador Programme 2017-18**

**Introduction and Application Form**

**Introduction**
Marine debris affects the environment, marine organisms, economy, and even human health. Ocean Park Conservation Foundation, Hong Kong (OPCFHK) launched the “No Straw Campaign” to encourage the public to rethink their disposable plastic consumption pattern, with an aim to create the “No Straw” trend. While reducing the impact to marine organisms, OPCFHK hopes that this campaign can also help the public understand how small steps such as not using disposable straws can make a huge difference to the environment. As a part of the “No Straw Campaign”, the Coastal Protection Ambassador Programme (CPAP) aims to raise students’ awareness of marine debris and the importance of coastal protection. The ambassadors will also develop confidence, creative thinking, organisation and communication skills by learning how to write proposals for, organise and run conservation campaigns.

**Programme Details**

The Programme will be conducted from December 2017 to August 2018, with the following parts:

1. *School Talk on Coastal Biodiversity and its Conservation Status*

Date: September 1st to November 30th 2017 (around 60 min)

Description: An OPCFHK representative to give a talk on coastal biodiversity, conservation status of coastal animals, marine debris, as well as introduce CPAP.

1. *Coastal Protection Ambassador Programme Workshop*

Date: December 16th and 17th 2017, 10:30am to 5:00pm

Description: Through a two-day workshop, student ambassadors will join a guided eco-tour, get hands-on experience in coastal clean-up, and be equipped with important skills such as public speaking and proposal writing. After the workshop, ambassadors will develop an in-depth knowledge of Hong Kong’s coastal ecology and the threats faced by coastal inhabitants.

1. *Submission and Presentation of Coastal Protection Awareness Campaign Proposals*

Date: February 10th 2018, 10:00am to 12:30pm

Description: Student ambassadors will submit and present their proposals on a Coastal Protection Awareness Campaign to OPCFHK’s judging panel. OPCFHK will announce the recipients of funding on February 24th 2018. Every group of ambassadors can receive a maximum funding of HKD 10,000.

1. *Booth at Run for Survival (Optional)*

Date: March 4th 2018, 8am to 2pm

Description: Student ambassadors may host booths at OPCFHK’s 4th “Run for Survival” to gain experience in organizing programmes and enhancing presentation skills, while spreading awareness for coastal protection.

1. *Coastal Protection Awareness Campaign*

Date: March to August 2018

Description: Student ambassadors must enact approved proposals during this time period, spreading awareness of Hong Kong’s coastal ecology and protection to local community.

**Programme Timetable**

|  |  |
| --- | --- |
| September 1st – October 31st, 2017  | Application opens |
| November 10th, 2017 | Announcement of successful applications |
| December 16th & 17th, 2017 | Ambassador Programme Workshop |
| Late December 2017 to Early February 2018 | Proposal drafting and commenting period |
| February 10th, 2018 | Presentation of proposal for funding approval |
| February 24th, 2018 | Announcement of the coastal protection campaigns that are granted the funding |
| March 4th, 2018 | Run for Survival Educational Booth (Optional) |
| March to August 2018 | Running the funded coastal protection campaigns in local community |

**Application Details**

All registered secondary schools in the HKSAR can join the Coastal Protection Ambassador Programme. To help save paper and protect the environment, please download the application form from the link below, and email the application form to janet.ho@oceanpark.com.hk. **The deadline for applications is 31 October 2017**. Representatives from OPCFHK will review each application and may meet with teachers and students. A maximum of 5 groups will be selected as ambassadors. **Results will be announced on 10 November 2017** on our Facebook page (@OPCFHK).

**Important Notes**

1. All schools are required to assemble their own groups; 3-5 students per group.
2. All student ambassadors are required to attend every activity and lecture.
3. All students must carry out their Coastal Protection Awareness Campaigns, otherwise funding will not be granted.

**Enrollment and Enquiry**

**Ms. Janet Ho**

Assistant Community Education Manager

Ocean Park Conservation Foundation, Hong Kong

Tel: 3923 2697 Email: janet.ho@oceanpark.com.hk



**Ocean Park Conservation Foundation, Hong Kong**

**No Straw Campaign - Coastal Protection Ambassador Programme 2017-18**

**Application Form**

In order to ensure the accurancy of information, and to keep it environmentlly friendly, OPCFHK encourages applicant schools to fill in this form using computers and return the form through emails. At the same time, OPCFHK reminds all schools and teachers please sign at the siganture column on the last page. Any forms without signature may be disqualified.

OPCFHK also would like to invite all schools to organise a school talk on coastal biodviersity and its conservation status with us before filling in this form between Sep 1 to Nov 30, 2017. Through the talk, teachers and students will be able to understand more on Hong Kong’s coastal biodiversity as well as this Programme. However, this talk is optional and applying schools may choose to attend or not. May all interested schools please contact Ms. Janet Ho through janet.ho@oceanpark.com.hk or 3923 2697.

**Applicant Details**

|  |
| --- |
| **School Details** |
| School Name: |  |
| School Address: |  |
| School Phone No.: |  |  | School Fax No.: |  |  |
| **Teacher-in-charge details:** |
| Name & Title: |  | Mobile No.: |  |
| Email: |  |
| No. of Participating Students: |  | Student Class: |  |
| *\*OPCFHK may contact the teacher-in-charge above for further enquiry on your application, so please make sure all information provided above is correct.**\*\*Person in charge of the Programme in your school must be a school teacher or staff, students in charge will not be accepted.**\*\*\*This form could be filled in by the teacher-in-charge, staff-in-charge or participating students.* |
| Member of the Participating Group: |
| 1. (Group leader) Class:
 |
| 1. Class:
 |
| 1. Class:
 |
| 1. Class:
 |
| 1. Class:
 |
| *Please note:**1) Each participating school has to form student groups in order to enroll. Each group should have at least three students, at most five. The number of participating groups of each school is not limited, but each group has to fill in a separate application form.**2) Students from participating groups should attend all activities and workshops related to the Programme.**3) All selected participating groups must organise the proposed activities, otherwise the group will not receive any funding.* |

**Other Information**

1. **Please state your reasons (in 200 words or less) for applying for this programme and the learning objectives of your students in taking part in this project.**

|  |
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|  |

1. **Please state how our programme incorporates the mainstream syllabus of science or other subjects in your school**

|  |
| --- |
|  |

1. **Please describe the teacher-in-charge’s experience in doing similar campaigns if any:**

□**Greening school**  □**Education campaign about environmental protection**

□**Student green ambassador/leadership programme** □**Student activities themed in wildlife conservation**

□**Keeping pets/other animals at school** □**Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□**Haven’t joined any similar campaigns**

|  |
| --- |
|  |

1. Please explain (in 200 words or less) one promotion activity on coastal environment protection that you would like to organise if your group is successfully selected:

|  |
| --- |
|  |

1. Please illustrate the topic below using a concept map:

“What does coastal area mean to you? What do you think you could do to protect it?”

About concept map: <http://www.inspiration.com/visual-learning/concept-mapping>

|  |
| --- |
|  |

**Application Details**

All registered secondary schools in the HKSAR can join the Coastal Protection Ambassador Programme. To help save paper and protect the environment, please complete and return the application form to janet.ho@oceanpark.com.hk. **The deadline for applications is 31 October 2017**. Representatives from OPCFHK will review each application and may meet with teachers and students. A maximum of 5 groups will be selected as ambassadors. **Results will be announced on 10 November 2017** on our Facebook page (@OPCFHK).

**□ I have read and agree with the below declarations:**

* I confirm that all information provided is true and valid.
* I understand that OPCFHK shall have the final decision with regards to this application.
* I ensure that students from the participating groups will be able to attend all activities related to the Programme.

**Personal Information Collection Statement**

I/We have also read the Personal Information Collection Statement (attached below) of Ocean Park Conservation Foundation, Hong Kong ("OPCFHK"), including the information about the use of my/our personal data in direct marketing. I/We understand that I/we have the right to opt-out from such direct marketing by ticking () the box below. If I/we do not tick the box, OPCFHK may use my/our personal data (primarily my/our name and contact details) in direct marketing products, services, activities and other subjects to me/us (primarily consumer products and services offered by OPCFHK or its business associations or partners) as more particularly set out in the Personal Information Collection Statement.

🗆 Please do NOT send direct marketing information to me/us.

Teacher-in-charge’s Signature:

Teacher-in-charge’s Name (In Block Letters):

Date:

**Enquiry**

**Ms. Janet Ho**

Assistant Community Education Manager

Ocean Park Conservation Foundation, Hong Kong

Tel: 3923 2697

Email: janet.ho@oceanpark.com.hk

**Ocean Park Conservation Foundation, Hong Kong ("OPCFHK" or "we")**

**Personal Information Collection Statement**

Our collection of your personal information in this case is for the reasons set out below and we aim to process and hold such information on the basis of the guidelines and principles set out in this Statement and in our Privacy Policy Statement which applies generally to information held by us. We seek to comply fully with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486) of the laws of Hong Kong.

We have created this Statement in order to demonstrate our firm commitment to your privacy and to disclose our information gathering and dissemination practices.

**Manner of Collection**

We primarily collect personal information directly by requesting that you complete forms or questionnaires, and also in connection with provision of services, activities or facilities to you at your request.

We may also collect information regarding your internet protocol address, browser type, domain name and access time.

**Personal Data which may be Collected**

From time to time, it is necessary for you to supply us with different categories of personal information in connection with our provision of services, activities and facilities, depending on the nature of the services, activities and facilities offered. The personal information we collect may include (but not limited to) your name, age, title, position, address, contact number (including mobile phone and fax numbers) and email address. The personal information may also relate to other persons relevant to the information, services, activities or facilities you have requested, for example, personal information of your children or other family members. The provision of personal data or any information is voluntary, but any failure to supply the necessary personal data or information requested may result in us being unable to process your requests or provide the services, activities and facilities requested by you.

Certain education or other programmes or activities offered by us are group activities and there are chances a participant may be photographed by our staff or other participants of such activities or guests within the group. It is therefore a condition that each participant of such activities unconditionally agrees to be photographed by our staff or other participants or guests during the course of the activities. Submission of the application to participate in the relevant activities constitutes the acceptance of this condition by the applicant.

We may also generate and compile information about you. Personal data and other information provided by you or generated and compiled by us about you from time to time is collectively referred to as "Your Information".

**Use of Your Information**

We will take all practicable steps to destroy your personal data within three years after the activity. However, where you consent or do not object to the use of your personal data in direct marketing, we may continue to retain and use your personal data (primarily your name and contact details) in direct marketing products, services, activities and other subjects to you until you opt out from direct marketing at any time.

|  |
| --- |
| We may use Your Information for one or more of the following purposes from time to time:  |
| (i)  | providing and processing applications or requests for services, activities and facilities, including but not limited to handling of donation, applications for conservation or education programmes and activities, and applications for Friends of the Foundation Membership, operation of our website and matters relating to the administration, management, operation and maintenance of the same;  |
| (ii)  | communicating with you, including but not limited to responding to your requests for information, services, activities and facilities;  |
| (iii)  | designing and offering contests, games, lucky draws, promotions, surveys and/or events;  |
| (iv)  | enabling you to send e-mails, e-cards of preferred pages from our website to friends;  |
| (v)  | marketing products, services, activities, facilities and other subjects (please see further details in "Use of Your Information in Direct Marketing" section below and you may opt out from receiving marketing information);  |
| (vi)  | tailoring your experience at our website, showing content of interest, displaying the content according to your preferences by use of demographic information which is shared with advertisers on an aggregate basis (without revealing the identity of individual user of our website);  |
| (vii)  | diagnosing problems with our server and administering our website by use of your Internet Protocol address;  |
| (viii)  | conducting internal statistical research and analysis;  |
| (ix)  | making disclosure when required by any law, court order, direction, code or guideline applicable in or outside Hong Kong;  |
| (x)  | investigating and handling complaints or cases involving OPCFHK, or any of our guests, donors or website users; and  |
| (xi)  | preventing, detecting or investigating suspicious or illegal activities.  |

If personal data is to be displayed after collection, e.g. in announcing contest winners details, due care will be given to anonymize it and to advise you in advance.

**Disclosure of Your Information**

We value all personal information received and do our best to maintain its privacy. Except with your prior consent or as required by law, we will not transfer or disclose Your Information to any third party except that we may transfer or disclose Your Information in or outside Hong Kong as stated below (and we will not transfer Your Information to another party for it to use in direct marketing):

|  |  |
| --- | --- |
| (i)  | our subsidiaries, associated companies and/or business associations;  |
| (ii)  | any personnel, agent, adviser, auditor, contractor or service provider who provides services or advice to us in connection with our operations as required to enable us to provide, or assist us in providing, the services, activities or facilities you have requested;  |
| (iii)  | if you consent or do not object to our use of Your Information in direct marketing (please see further details in "Use of Your Information in Direct Marketing" section below), our marketing communications and operations partners with whom we share information for the purpose of providing you with special offers and information;  |
| (iv)  | any person under a duty of confidentiality to us; and  |
| (v)  | any person to whom we are required to make disclosure under any law, court order, direction, code or guideline applicable in or outside Hong Kong.  |

You should note that as we have no control over the acts of any third party that is not our agent (e.g. any governmental agency to whom we are required to disclose Your Information), the privacy protection stated in this Statement ceases to apply to any information which has been disclosed to such a third party in accordance with this Statement. We endeavour to deal only with responsible third parties but assume no responsibility for the privacy protection provided by such third parties.

**Use of Your Information in Direct Marketing**

We are allowed to use Your Information in direct marketing only if you consent or do not object.

In connection with direct marketing, we intend:

|  |  |
| --- | --- |
| (i) | to use your name, contact details, customer profiling information, donation record, and services, products and activities portfolio information collected, compiled, generated or held by us from time to time; and  |
| (ii) | to market and promote the products, services, activities, facilities, education programmes, contests, games, lucky draws, promotions and/or events relating to OPCFHK or our business associations and partners, including:  |
|  | * our Friends of the Foundation Membership benefits and other offerings
* family, educational or recreational activities
* news and updates on OPCFHK
 | * special events, charity events or special programmes
* wildlife and environmental conservation
* survey; and
 |
|  | products and services provided by our business associations and partners include:  |
|  | * airline and transportation services
* travel services and products
* food and beverages
* household products
* personal care products
* telecommunications and related products and services
* books and other printed materials
* audio and visual products
* education, toys and children goods and services
* leisure products
* sporting products
* beauty products and services
* fashion and apparel
 | * flowers and hampers
* banking, financial and insurance products
* watches and jewellery
* computers, electronic products and games
* cars and related products and services
* internet and social media services
* real estate property
* shopping malls
* supermarkets and convenience stores
* museums, cultural centres, cinemas and other venues and related programmes, exhibitions, shows and entertainment
* hotel accommodation and hospitality
* vouchers, coupons and gift cards
* charity events
 |

If you do NOT wish us to use Your Information in direct marketing, please tick () the box in the form or inform OPCFHK via telephone to exercise your opt-out right. You may also write to us at the address below, call us at (852) 3923 2217 or contact us via the contact information provided in our direct marketing materials to opt out from direct marketing at any time.

**Data Access and Correction**

You are entitled to access any personal data we hold about you, and if applicable to correct or update it. You also have the right to request details of our [privacy policy](http://www.opcf.org.hk/en/footer/privacy) and the types of personal data we hold. If you wish to exercise any such right, please send an e-mail to our Senior Membership & Event Officer at opcf@oceanpark.com.hk or write to:

Senior Membership & Event Officer
Ocean Park Conservation Foundation, Hong Kong
Ocean Park, Aberdeen, Hong Kong
Telephone: (852) 3923 2217
Facsimile: (852) 2553 5840