



RESTRICTED WHEN ENTERED WITH DATA

CERVICAL SCREENING INFORMATION SYSTEM (CSIS)

Registration Form for Applicant

Please read Notes to Applicant, Terms and Conditions and Personal Information Collection Statement overleaf and fill in this form in BLOCK letters.

(*Mandatory field)

Personal Particulars

Form with fields for English Name, Chinese name, HKID/Passport Number, Date of Birth, Hong Kong Mobile Number, Other Phone Number, Correspondence Address, E-mail Address, Method of Communication, and previously registered name/identity document number.

*Declaration

Declaration section with 6 numbered statements and signature/date fields.

For Clinic Staff use

(**Mandatory field)

Form for clinic staff use with fields for Name of Clinic Staff, Hospital/Clinic, Registration Date, and Laboratory, plus an important note.



Please send the completed form by post to the Cervical Screening Programme Office, Department of Health Room 10, 5/F, 134 Queen's Road West, Sai Ying Pun, Hong Kong

Photocopy of the blank form is accepted. Registration can also be done online at www.csis.gov.hk.

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Cervical Screening Information System Registration Form (for Applicant)

Notes to Applicant

1. The Cervical Screening Information System (CSIS) is a computerised registry for keeping and processing data related to cervical screening, including participants' personal information, screening results and next recommended screening date.
2. Eligibility: women who receive cervical screening may register with the CSIS.
3. Registration is free of charge.
4. A charge will be collected by your service provider to perform cervical screening.
5. After joining the CSIS, if your service provider has submitted your screening results to the CSIS, you can:
 - review submitted screening records on the CSIS (www.csis.gov.hk)
 - receive reminders for cervical re-screening by e-mail, by SMS or by post
 - authorise selected service providers to review participant's screening records for better and continuous care
6. **Please note that you have to arrange for cervical screening with your service providers yourself.**
7. If Hong Kong address is not provided, we will not be able to send letters to you by post (including Account Opening Letter, Reminder Letter, Password Retrieval Letter, etc.). We may call you to arrange collection of Account Opening Letter or Password Retrieval Letter at the office of Cervical Screening Programme by yourself. However, if you cannot provide a Hong Kong contact telephone number, we will not be able to call you.

Terms and Conditions

1. You should inform us of any change of personal information using the Information Update Form.
2. **You should bring along your Authorization Code (which will be sent to you later) when you visit your service provider for cervical screening or related tests.** This may facilitate your service provider to view your past test results.
3. The Cervical Screening Information System (CSIS) is not meant to serve as a substitute for professional medical advice or to replace any relationship with your doctor. For any medical concerns, including follow-up and treatment plans, you should always consult your health service providers. The Department of Health is not liable for any damages or harms as a consequence of any misuse of the CSIS, or any errors or omissions in your records.

Personal Information Collection Statement

We shall keep your personal data confidential at all times. Our policies and practices with respect to the collection, use, retention, disclosure, transfer, security and access of personal data will be in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) and are as set out in this Statement.

By signing your agreement to this Statement in the Registration Form, you have authorized any Services within the Department of Health (DH), the Hospital Authority and the public hospitals under its management, any entities (including subsidiaries) owned/controlled by the Hospital Authority, private hospitals and clinics, and any third parties as appropriate to provide your personal data (including health information) to the Cervical Screening Information System (CSIS) of DH. Such personal data will be used for the purposes stated below.

Purpose of Collection

Your personal data and health information provided to the CSIS which is maintained by DH, will be used for the following purposes:

1. Recording and transferring of your personal data and health information (collected at any time from your registration with the CSIS until your withdrawal) for continuity of care or reference by other medical professionals who provide care to you (if you withdraw from the CSIS, your record will only be retained for internal use and accessed by DH);
2. Contacting you and sending screening reminders and notifications to you;
3. Preparing statistics for research or teaching purposes;
4. For quality assurance of the CSIS; and
5. Investigating and following up matters related to the CSIS.

The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove that you have registered with the CSIS and cannot provide/coordinate services for you.

Classes of Transferees of Personal Data

Besides internal use within DH, your personal data and health information may also be accessed by, disclosed and transferred to other health care providers, including doctors and pathology laboratories, Government bureaux/departments, the Hospital Authority, and any relevant third parties for the purposes mentioned 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

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

Written enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to Cervical Screening Programme Office, Department of Health, Room 10, 5/F, 134 Queen's Road West, Sai Ying Pun, Hong Kong. You may also visit our website: www.cervicalscreening.gov.hk.