

RESTRICTED

Form CSB/PSW/2 (9/2011)

Notification of Unpaid Outside Work with Specified Non-commercial Organisations^{Note 1}

To: Secretary for the Civil Service
(Attn: Pensions and Provident Fund Section)

I hereby notify you of the following outside work which I shall undertake under the blanket permission given for unpaid outside work with specified non-commercial organisations –

(A) Personal particulars

Name
(Chinese and English): _____ Last Government
post & rank: _____

Address: _____

Telephone: _____ E-mail: _____

Date of cessation of active duty (*commencement of final leave*): _____

Date of leaving the Government (*on expiry of final leave*): _____

(B) Details of outside work

Name of organisation: _____

Work address : _____

Nature of organisation: charitable / academic / other non-profit-making organisation not primarily engaged in commercial operations*

non-commercial regional / international organisation*

the Central Authorities of the People's Republic of China

Organisation's major
business activities: _____

Job title: _____ Job commencement date: _____

Major duties and
responsibilities: _____

* Please delete as appropriate

Signature : _____

Date : _____

Notes

Note 1: Specified non-commercial organisations are listed below –

- (a) charitable, academic or other non-profit-making organisations not primarily engaged in commercial operations;
- (b) non-commercial regional or international organisations; and
- (c) the Central Authorities of the People's Republic of China.

Blanket permission is given for all civil servants subject to post-service outside work control to take up unpaid outside work with the above organisations.

Note 2: This notification must be given prior to the taking up of the unpaid outside work.

A directorate civil servant should return the completed Notification Form to the Pensions and Provident Fund Section of the Civil Service Bureau (CSB), by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax at 2523 6416).

Note 3: The personal data and information provided in this Notification Form may be disclosed to the public on a case-specific basis in accordance with the relevant Civil Service Regulation (CSR) and CSB Circular where there is public concern.

Note 4: Use of Personal Data

Purpose of Collection

- (a) The personal data and other related information provided by the officer in this Form or through subsequent communication will be used for the purposes of –
 - (i) processing the notification by government departments / bureaux;
 - (ii) verifying information with government departments / bureaux and / or parties outside the Government which are relevant to the notification;
 - (iii) disclosing the basic information on notified and taken-up outside work to the public; and
 - (iv) applying sanctions against the officer in the event of non-compliance with any of the stipulated rules or arrangements,in accordance with the rules and arrangements promulgated in CSR 397 and CSB Circular No. 7/2011 and any other circulars or circular memoranda issued by CSB from time to time on the taking up of outside work by directorate civil servants on final leave and former directorate civil servants.
- (b) The provision of personal data and other information as required in this Notification Form is obligatory.

Classes of Transferees

- (c) The personal data and other related information provided in this Form or through subsequent communication may be disclosed to:
- (i) government departments / bureaux for the purposes stated in (a)(i) and (ii) above;
 - (ii) parties outside the Government which are relevant to the notification for the purpose stated in (a)(ii) above;
 - (iii) the public including the media and the Legislative Council (LegCo) for the purpose stated in (a)(iii) above; and
 - (iv) the employer of the officer, the relevant professional body and / or the public including the media and LegCo for the purpose stated in (a)(iv) above.

Access to Personal Data

- (d) An officer has the right to request access to or correction of the personal data and other related information provided in this Form or through subsequent communication with the authority in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Pensions and Provident Fund Section of CSB, by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax at 2523 6416.