

# RESTRICTED

Form CSB/PSW/1(non) (9/2015)

## Notification of Unpaid Outside Work with Specified Non-commercial Organisations<sup>Note 1</sup>

(Before filling out this Notification Form, an officer should read Civil Service Regulation 398 and Civil Service Bureau Circular No. 9/2015. An officer should complete this Form in a full, frank and honest manner.)

---

To<sup>Note 2</sup>: \_\_\_\_\_

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 pre-retirement leave, if applicable*): \_\_\_\_\_

Date of leaving the Government (*on expiry of pre-retirement leave, if applicable*): \_\_\_\_\_

### (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 at least two weeks prior to the taking up of the unpaid outside work. A non-directorate civil servant retiring / retired on pensionable terms should return the completed Notification Form to the relevant authority.

**Note 3:** 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 bureaux / departments;
  - (ii) verifying information with government bureaux / departments and / or parties outside the Government which are relevant to the notification; and
  - (iii) 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 398 and CSB Circular No. 9/2015 and any other circulars or circular memoranda issued by CSB from time to time on the taking up of outside work by non-directorate civil servants retiring / retired from the Government on pensionable terms.

- (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 bureaux / departments 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; and
  - (iii) the employer of the officer, the relevant professional body and / or the public including the media and Legislative Council for the purpose stated in (a)(iii) 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 relevant authority.