

# Construction Industry Council

## Visitor Information Record Form (Applicable to Exempt Persons Only)

Name of Premises: \_\_\_\_\_ (e.g. Kowloon Bay Campus)

### **Please note that:**

1. Unless exempt, all persons must scan the "LeaveHomeSafe" venue code using the "LeaveHomeSafe" mobile application before entering the CIC premises. Exempt persons must provide this duly completed form to the responsible person of the premises.
2. The responsible person of the premises is liable to inspect whether this form as provided by the person is duly completed, and keep the form on the premises for 31 days for checking by authorised government and law enforcement officers.
3. Any person who knowingly provides information that is false or misleading in a material particular shall be guilty of an offence under the Laws of Hong Kong and is liable to prosecution.

### **Exempt persons\*:** (Please tick the appropriate box)

I am fully aware of the above entry requirements, and confirm that I am:

- aged below 12 and not accompanied by an adult  
 aged 65 or above  
 a person with disabilities that render use of the LeaveHomeSafe mobile application difficult

### **Personal particulars\*:**

Name (in full)	Hong Kong identity card/ Identification document number (first 4 digits or letters) _____ X X X X (e.g. A123)
Contact phone no.	Are you a staff member of CIC? (Please tick the appropriate box) <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of visit	
Time of visit	

\*The information given in this record form is correct, complete and true to the best of my knowledge and belief.

accompanied by \_\_\_\_\_ child(ren) aged below 12 (if applicable)  
(name and identification document number (if applicable): \_\_\_\_\_)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Mandatory item

### **Purposes of collecting personal data:**

For the purposes of controlling the spread of COVID-19 and related purposes, epidemiological investigation, contact tracing, investigation and prosecution in relation to breaches of the relevant legislation, as well as encouraging the wider usage of the "LeaveHomeSafe" mobile application in recording visit history, where necessary, the information supplied by you may be provided to the Government/other organisations/persons, such as the Department of Health (including the Centre for Health Protection), the Hospital Authority and authorised government and law enforcement officers. Only persons authorised by the Government will have access to such information for the aforesaid purposes. Personal data will not be kept longer than is necessary for the fulfilment of the purposes for which it is collected. The personal data will be destroyed after 31 days if further retention is not required. If you wish to amend or retrieve the personal information provided, please contact the Headquarters of CIC (Tel: 2100-9000). The provision of personal data and other related information here is voluntary. If you fail to provide the required personal information, the authorised person of CIC may deny your entry.