

支持西九文化區

SUPPORT US

感謝支持，你的善款將用作支持西九文化區的各项慈善發展。

Thank you! Your donation will contribute to different charitable projects of West Kowloon Cultural District.

westKowloon

西九文化區

捐款表格 Donation Form

捐款內容 ABOUT YOUR DONATION	
捐款金額 (港幣) Donation Amount (HKD) #	<input type="checkbox"/> \$600 <input type="checkbox"/> \$300 <input type="checkbox"/> \$100 <input type="checkbox"/> 其它金額 Others : _____
捐款用途 Donation Usage	<input type="checkbox"/> 西九文化區一般慈善項目 West Kowloon General Charitable Projects <input type="checkbox"/> 其他 others: _____ (請註明 Please specify)
鳴謝名稱 Acknowledgement Name # (只需填寫一種語言 only single language is required)	(中文) (ENG)

*只要捐款金額達港幣一百元或以上，以上鳴謝名稱將會刊於西九文化區基金會網頁。如欲以「無名氏」身份捐款，則無須填寫此欄。

*If your donation is HK\$100 or above, abovementioned acknowledgement name will appear on the website of West Kowloon Cultural District Foundation. If you wish to remain 'Anonymous' for your donation, please leave acknowledgement name blank.

捐款人資料 DONOR'S PARTICULARS (以下有 * 為必須填寫之欄目 The below fields marked with * are mandatory)	
公司 / 機構名稱 Company / Organisation Name (如適用 Only if applicable)	(如以公司 / 機構名義捐款，請在以下表格填寫主要聯絡人資料。) (If you are donating on behalf of your company / organisation, please fill in the primary contact details below.)
稱謂 Salutation	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms <input type="checkbox"/> 太太 Mrs <input type="checkbox"/> 博士 Dr <input type="checkbox"/> 教授 Prof <input type="checkbox"/> 不需稱謂 No honorific required
姓 Last Name *	(中文) (ENG)
名 First Name *	(中文) (ENG)
電話 Mobile	
電郵 Email * (收據抬頭概以以上英文姓名為準 Your English name above will be printed on the receipt)	(作發放捐款收據之用 For provision of donation receipt)
郵寄地址 Mailing Address (如需收據列印本，請在此填寫郵寄地址。 If you need a hard copy receipt, please fill in your mailing address here.)	
語言選項 Language Preference	<input type="checkbox"/> 繁體中文 Chinese <input type="checkbox"/> 英文 English <input type="checkbox"/> 簡體中文 Simplified Chinese

*根據《稅務條例》第八十八條，西九文化區基金會有限公司屬獲豁免繳稅的慈善機構。一般情況下，捐款人士或機構可就港幣一百元或以上的捐款申請稅務扣除(扣除金額最高為應評稅入息或利潤的 35%)。假如捐款人對申請稅務扣除有疑問，請先尋求專業意見。我們稍後會以電郵方式發出正式收據。如需收據列印本，請電郵至 donation@wkda.hk。除非特別註明，收據抬頭概以以上英文姓名為準。

* West Kowloon Cultural District Foundation Limited is an approved charitable institution exempt from tax under Section 88 of the Inland Revenue Ordinance. As a general guideline, donors who are subject to Hong Kong Salaries Tax or Profits Tax can claim deduction (up to 35% of the assessable income or profits) for a donation of money of not less than HK\$100. Donors are advised to seek professional advice before claiming any tax deduction. An electronic receipt will be sent to you via email afterwards. If you need a hard copy, please send your request to donation@wkda.hk. Unless otherwise specified, your English name above will be printed on the receipt."

付款方式 PAYMENT METHOD

☐ 支票 Cheque

(支票編號 Cheque Number: _____)

請在支票抬頭填寫「西九文化區基金會有限公司」。

Please make your cheque payable to 'West Kowloon Cultural District Foundation Limited'.

郵寄地址：

香港數碼港道100號

數碼港3座C區6樓608至613室

西九文化區管理局

Mailing address:

West Kowloon Cultural District Authority
Units 608-613, Level 6, Core C, Cyberport 3,
100 Cyberport Road, Hong Kong

☐ 銀行轉帳 Bank Transfer

(交易編號 Transaction Number: _____)

請將附有捐款金額及交易日期的銀行收據 / 付款通知書副本連同此表格寄回西九文化區基金會。我們的銀行戶口如下：Please send us a copy of the pay-in slip / bank advice indicating your donation amount and transaction date together with this form. Our bank account is as shown below:

銀行名稱 Bank Name	中國銀行(香港)有限公司 Bank of China (Hong Kong) Limited
戶口名稱 Account Name	西九文化區基金會有限公司 West Kowloon Cultural District Foundation Limited
戶口號碼 Account Number	(012) 875-2-030698-0
國際代碼 Swift Code	BKCHHKHH

聲明及同意書 DECLARATION AND CONSENT

本人確認已詳細閱讀及完全明白西九文化區管理局（管理局）及其轄下機構，包括西九文化區基金會有限公司（基金會）（以下均稱為「局方」或「我們」）之「[注意事項]」（附件1）及「收集個人資料聲明」（附件2）。

I hereby declare that I have read in detail and fully understood the Points to Note (Appendix 1) and Personal Information Collection Statement (Appendix 2) of the West Kowloon Cultural District Authority ("WKCA") and its subsidiaries including West Kowloon Cultural District Foundation Limited (the "Foundation") (collectively called the "Group" or "we").

資料使用作直接促銷用途 Use of data in direct marketing

我們可能會使用閣下之姓名、聯絡資料（例如電郵地址）、喜好及興趣、行為資料及交易模式，向你提供西九文化區內最符合閣下興趣的活動、服務、宣傳和特別優惠，以及支持我們的途徑。若閣下不同意有關使用，請在相關空格內劃上剔號。

We intend to use your name, contact details (such as email address), preferences and interests, profile information, transaction data for providing you with information that are most relevant to your interests on events, services, promotions and special offers at the West Kowloon Cultural District, and ways to support the Group. **Please TICK THE BELOW BOX(ES) if you do not agree to such use.**

☐ 本人不希望訂閱電子通訊以收取最新有關西九文化區活動消息。

I **DO NOT** wish* to sign up for e-newsletter and keep up to date with the latest events at the West Kowloon Cultural District.

☐ 本人不希望接收最新關於西九文化區發展及拓展的資訊（包括籌款項目、推廣或參與慈善或非牟利活動）。

I **DO NOT** wish to receive updates on latest development and opportunities of the West Kowloon Cultural District (including fundraising programmes, promotions or contributions to charitable or non-profit making events).

*如你早前已訂閱西九電子通訊，可隨時透過附設在任何一期電子通訊底部的連結取消訂閱。

If you have already subscribed to our e-Newsletter, you can unsubscribe at any time using the links at the bottom of our e-newsletters.

通過簽署表格，本人授權西九文化區基金會有限公司如附件2所述使用我的個人資料，並明白本人有權查閱及更正本人的個人資料之權利。

By signing this form, I give consent to West Kowloon Cultural District Foundation Limited to use my personal data and understand that I can request for access and correction of my personal data, all as described in Appendix 2.

捐款人簽署 Signature of Donor

日期 Date

注意事項 POINTS TO NOTE

1. 基金會是香港的註冊慈善組織；捐款達港幣 100 元或以上均可獲基金會發出捐款收據。
2. 基金會暫時只接受一次性的港幣捐款。
3. 所有捐贈予基金會的捐款均不設退款及不可轉讓。
4. 相關之行政費用及網上收款平台之手續費均已包括在捐款內。
5. 當收妥閣下之捐款連同捐款表格後，你將收到確認電郵，並將於 30 天內收到本基金會的電子收據。
6. 閣下須保證你所提供的所有資料，包括但不限於姓名、聯絡電話、電子郵件和信用卡資料均真實、完整、最新及正確無誤。
7. 關於我們所提供之服務，可能會使用或包含非局方旗下或控制的第三方服務供應商，當中包括但不限於網頁開發商、網絡託管公司和網上付款平台等。相關之責任或義務將由第三方服務商負責，局方不需承擔任何責任。
8. 本局有酌情權因某些原因拒絕任何捐款，包括但不限於可疑捐款、設施之延遲安裝、捐款者不遵守本表格內事項或指示以及因相關的法律要求。
9. 本基金會保留就任何爭議作出最終決定的權利。

* 基金會等同於西九文化區基金會有限公司；管理局等同於西九文化管理管理局；我們 / 局方 / 本局等同於本機構以及管理局；本人、我或閣下等同於捐款人。

1. The Foundation is a registered charity in Hong Kong; we will issue receipt for your tax deduction purpose for donation of HK\$100 or above.
2. The Foundation only accepts one-off payment in Hong Kong Dollar (HKD) at the time being.
3. All donation to the Foundation are non-refundable and non-transferrable.
4. All donation are inclusive of administrative costs including payment gateway fees.
5. Upon submission of donation form and successful payment, you will receive a confirmation email, and the e-version tax receipt will be received in 30 days.
6. You represent and warrant that all the information you submit to us including without limitation name, contact number, email and credit card information, are true, correct, complete and up-to-date.
7. Our services may use or contain links to third-party services that are not owned or controlled by us including without limitation web developer, web hosting company and payment gateway provider. We assume no responsibility or liability, and this will be borne by the third-party services we use or have linkage.
8. We have the discretion to refuse the offer of donation for certain reasons including without limitation if the donation is dubious, if there is a delay in facility availability, if the donor does not comply with any directions or matters as stipulated in this donation form and if it is required by applicable law.
9. The Foundation reserves the right of final decision on any dispute.

*The Foundation is equivalent to the West Kowloon Cultural District Foundation Limited; WKCD is equivalent to the West Kowloon Cultural District Authority; we or its grammatical variations is equivalent to the Foundation and WKCD; and you or its grammatical variations is equivalent to the donor.

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

有關收集個人資料

為提供優質客戶體驗及服務，西九文化區管理局（管理局）及其轄下機構，包括西九文化區基金會有限公司（以下簡稱“基金會”）（統稱為“局方”或“我們”）或有需要收集閣下的個人資料。請注意，閣下必須在帶有星號的空格內填寫個人資料。若無法提供資料，局方可能無法提供相關資訊及/或閣下所要求關於捐款的服務，或處理捐款。

個人資料的使用和收集目的

局方將會使用閣下的個人資料用作以下用途：

- 以專業和尊重的方式更新你的鳴謝資料、處理捐款，以及通知閣下捐款所帶來的影響；
- 處理你的服務要求（例如捐款、稅項收據、捐款鳴謝、捐款確認、活動登記、電子通訊訂閱等），並為你提供服務
- 協助閣下與局方以及其轄下機構的溝通，以處理閣下的服務要求；
- 替閣下安排體驗最適合你個人喜好的西九文化區活動及推廣；
- 通知閣下有關服務的更改；
- 回應及跟進閣下的查詢；
- 進行統計數據分析、研究、問卷調查、確保服務質素及檢討；以及

若閣下同意直接促銷：

- 將聯絡閣下以提供合適的西九文化區活動、服務、推廣、優惠資訊及拓展資訊（包括籌款活動和贊助）；
- 根據閣下的興趣喜好，在有關支持局方或經濟上支持局方的途徑上與閣下保持適當的聯繫；以及
- 其它與以上有關的目的。

我們會將閣下從不同渠道所提供給我們的資料（線上渠道例如：網站/ 手機應用程式；離線渠道例如：申請表格或有關閣下的公開資料）整合，從而替閣下安排最適合你個人喜好的體驗，以及就你可能有興趣的活動和推廣聯繫閣下。

個人資料的轉移

所有收集到的個人資料只會用作以上列出的用途。我們絕對不會出售、出租或將閣下的個人資料與局方以外的機構交換。在將閣下的個人資料交給第三方前，我們必定會先得到你的同意。為了代表局方提供服務，某些局方的服務供應商將能夠查閱你的個人資料。我們要求所有服務供應商重視閣下個人資料的保安，以及遵守《個人資料（私隱）條例》（香港特別行政區法例第 486 章）。服務供應商需要遵守局方特定的要求和指示，局方才會容許他們就指定的目的處理閣下的個人資料。我們絕不允許服務供應商為了其本身目的使用閣下的個人資料。

個人資料的轉移（香港以外）

收集的個人資料有可能位處於香港境內或境外，閣下的資料可能會過境轉移至香港以外的地方以作相關處理或儲存。

個人資料的保安及保存

根據《個人資料（私隱）條例》，我們不會保留閣下的個人資料超過所需的時間，並會遵守香港特別行政區一切有關保存個人資料的法例及監管規定。閣下經線上申請表提交之資料將會以加密方式發送給局方。閣下保存在局方的個人資料只能由局方授權的員工或承包商查閱或接觸。

要求查閱或改正資料

閣下有權要求查閱或改正所有由局方持有關於你的個人資料。若有需要，請以書面形式透過電郵 (privacy@wkcda.hk) 或郵寄致「香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室西九文化區管理局」聯絡我們的「資料保障主任」。詳情請查詢我們的私隱政策 <https://www.westkowloon.hk/privacy>。

在直接促銷中使用資料

我們有意將閣下的個人資料作直接促銷用途，但除非得到閣下同意(包括表示不反對)，否則我們不可在直接促銷中使用閣下的資料。

我們可能會使用閣下的姓名、聯絡資料（例如電郵地址）、偏好及興趣、行為資料及交易模式，用作提供給你西九文化區及/或局方內最符合閣下興趣的拓展資訊、慈善項目、活動、服務、宣傳和特別優惠，或支持我們的途徑。若閣下不同意有關使用，請於捐款表格內「聲明及同意書」下剔選相關空格。

如果閣下不希望接收到以上所提及的直接促銷信息，你可以免費隨時選擇拒收直接促銷信息，方法如下：

- 點擊在局方發出的電子郵件底部的「取消訂閱」鏈接；
- 直接電郵至 unsubscribe@wkca.hk；或
- 郵寄至「香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室」聯絡我們的「資料保障主任」

如果閣下不希望接收到有關籌款活動的消息（包括捐贈的優惠或參與慈善或非牟利活動），你可以免費隨時選擇拒收籌款活動消息，只需將你的指示電郵到：development@wkca.hk。

不同語言版本

若本聲明的中文版本與英文版本存在差異，以英文版本為準。

Collection of your personal data

The West Kowloon Cultural District Authority and all its subsidiaries including West Kowloon Cultural District Foundation Limited (the “Foundation”) (collectively the “Group” or “we”) collect your personal data to provide our services to you and to improve your experience. Please note that it is mandatory for you to provide personal data marked with asterisks. In the event that you do not provide such personal data, we may not be able to provide you with certain information, materials, and/or your requested services in relation to your donation or proceed with your donation.

Purposes of personal data collection and usage

We will use your personal data collected for one or more of the following purposes:

- for updating your acknowledgement, stewarding your donation, and keeping you informed of the impact of your giving, in a professional and respectful manner;
- for processing your service requests (e.g. donation, tax receipt, gift acknowledgement, donation confirmation, event registration, e-newsletter subscription etc.) with us and provide you with the services;
- for facilitating communications between you and members of the Group in respect of your service requests;
- for personalising your experience in the West Kowloon Cultural District with programmes and offerings that are most relevant to your interests;
- for notifying you of changes to our services that may affect you;
- for responding to and follow up on your enquiries;
- for conducting statistical analysis, research, surveys, quality assurance and review; and

If you give your consent for direct marketing: -

- for communicating with you on our events, services, promotions, special offers and development updates (include fundraising campaigns and sponsorships);
- for communicating with you for potential support / financial support to us that is relevant to your interests and appropriate; and
- for other purposes directly relating to any of the above.

We will combine information you provide to us through various channels, such as online channels like websites / mobile applications, offline channels like physical application forms, or publicly available information about you. We use this combined information to help personalise your experience and communicate with you about events and offerings that may be of particular interest to you.

Transfer of personal data

The personal data collected will be used only for purposes as stated above. We will never sell, rent or exchange your details with any other organisation outside the Group. We will ask for your consent to share personal information with third parties. Some of our service providers will have access to your data in order to perform services on our behalf. We require all service providers to respect the security of your personal data and comply with the the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong

Kong SAR) ("the Ordinance"). We do not allow our service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Transfer of personal data outside Hong Kong

Please also note that your personal data transferred to us may or may not be located within Hong Kong, and your information may be subjected to cross-border transfer to places outside Hong Kong for necessary handling, processing or storage.

Personal data security and retention of data

Please note that your personal data will not be kept longer than necessary in accordance with the Ordinance and that we will comply with all statutory and regulatory requirements in the Hong Kong SAR concerning the retention of personal data. Your personal data stored will be accessed only by our employees or service providers who are authorised to do so.

Data access and correction requests

You have the right to request access to and correction of your personal data held by the Group. Such request should be made in writing to the Data Protection Officer at privacy@wkcd.hk or by post to the address: *West Kowloon Cultural District Authority, Units 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong*. For details of our privacy policy, you may refer to the Privacy Policy at <http://www.westkowloon.hk/en/footer/privacy-policy>.

Use of data in direct marketing

We intend to use your personal data in direct marketing, and we may not use your personal data unless we have received your consent (which includes an indication of no objection to the intended use).

We may use your name, contact details (such as email address), preferences and interests, profile information, transaction data for providing you with information that are most relevant to your interests on development updates, philanthropic interests, events, services, promotions and special offers at the West Kowloon Cultural District and/or provided by the Group, and ways to support the Group. Please TICK THE APPROPRIATE BOX(ES) in the "Declaration and Consent" section of the Donation Form if you do not agree to such use.

If you do not wish to receive information from the Group for the aforementioned direct marketing purposes, you may choose to opt-out from direct marketing at any time, free of charge, by:

- clicking the "Unsubscribe" link at the bottom of our emails;
- emailing us at unsubscribe@wkcd.hk; or
- contacting our Data Protection Officer by post to "West Kowloon Cultural District Authority, Units 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong".

If you do not wish to receive information in particular relevant to fundraising activities (including promotion of donation or contributions for charitable or non-profit making events), you may choose to opt-out from fundraising activities at any time, free of charge, by emailing us at development@wkcd.hk.

Language versions

In case of discrepancies between the English and Chinese versions of this Statement, the English version shall apply and prevail.

18/04/2020