Online Contact Directory
Consent Form for Use by Non-Staff Member

_____
Department/Unit

Name 姓名 (in Chinese) _____
姓 名

(in English) _____
Surname Given Name

Salutation 稱謂 Dr / Miss / Mr / Ms / Mrs / Professor / Rev / Sir (Delete as appropriate)

Post 職位 _____

Ext/Tel 電話 _____

Email 電郵 _____

I, the undersigned, agree that all or part of the above contact information will be shown in the Online Contact Directory (OCD).

Signature _____

Date _____

Notes:

1. OCDA Departmental Administrators are responsible for providing this form to non-staff members for completion, collecting and keeping the completed forms securely, as the forms contain non-staff members' personal data and consent information.

2. New non-staff members should complete this form upon joining the Department/Unit. The information provided will be displayed in the Online Contact Directory (OCD).

3. Completed Consent Forms should be securely kept and disposed after the non-staff member's departure from the Department/Unit.