



Date: _____

**INVENTORY FORM
(Fume Cupboard, FC)**

a. Basic information:

Department: _____
Building: _____ Location: _____
Brand: _____ Serial No.: _____
Model: _____ *Contact person: _____
Email: _____ *Tel. No.: _____

*Please see Personal Information Collection Statement below

b. Type:

Ducted

Recirculatory

Chemical to be handled inside this FC:

Perchloric acid

Radioactive

Others (please specify): _____

The University of Hong Kong Safety Office Personal Information Collection Statement, Fume Cupboards. The personal data you may choose to provide in your request for service will be used solely members of the Safety Office EM Team to facilitate communication and arrangements for provision of Safety Office services in connection with Fume Cupboards. The personal data will not be transferred and disclosed to other University's faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance ("Ordinance") and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University's Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.

***Please complete the form and return to the Safety Office by fax (2559 5557) or email (twlam@hku.hk).**