

明愛青少年及社區服務  
服務質素標準 14  
14.5 職員儲存服務使用者個人資料之工作指引

- 1) 所有與服務使用者有關之個人及參與服務紀錄檔案均需儲存於有鎖之櫃內。
- 2) 存放服務使用者之檔案櫃必須上鎖，而鎖匙需由單位主管委派特定職員負責保管。
- 3) 有關服務使用者之檔案及個人資料只供有關之職員查閱及跟進。
- 4) 所有服務使用者之個人資料在終止服務三年後將被銷毀。〔請參閱 SQS 3.10〕。

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**Caritas Youth and Community Service  
Service Quality Standards 14**

**14.5 Guideline on Maintaining Personal Data of Service Users**

- 1) All personal data of individual service users and records of their participation in units' activities must be kept in locked cabinets.
- 2) Keys of locked cabinets must be kept by staff(s) designated by Service-in-charge.
- 3) Records of personal data of service users can only be handled and followed up by designated staff.
- 4) All personal data and records of service users are to be destroyed in 3 years after their termination of Caritas' services. (SQS 3.10 refers)

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