

適用於非政府機構的條款及細則

1. 本代辦申請機構（下稱「機構」）已清楚核對受惠人所提交的個人資料包括身份證號碼、電話號碼、居住地址、證明文件資料、電力賬戶號碼或銀行賬戶資料，並確保所有提交的資料是真實、完整和準確的。
2. 本機構明白如本機構及/或本機構職員知情不報、縱容或協助受惠人提供虛構資料、遞交重覆申請或進行詐騙，中華電力有限公司（下稱「中電」）可對該機構及相關職員採取適當法律行動作出追究。
3. 本機構明白及同意當本機構有任何負責處理「全心傳電」計劃申請並有機會接觸有關受惠人個人資料的員工離職時，我方將於該員工離職生效後一星期內通知中電。
4. 本機構明白及同意採取切實可行的措施保護及妥善處理所有「全心傳電」計劃所收集得的個人資料。本機構已制訂私穩政策，並會根據本機構的相關指引及守則處理收集得的個人資料，例如將整份申請表連同已簽署的「條款及細則」標記有關文件為「密件」及儲存在本機構上鎖的儲物櫃中，以及制定合理的資料保留期限，確保此計劃所收集得個人資料不會保留超過實際所需。
5. 處理申請資料的程序如下：
 - 如申請表是經紙張形式遞交，申請表將以掛號形式郵寄回中華電力香港有限公司（郵寄地址：香港沙田安麗街 6 號十三樓）或親身遞交到中電客戶服務中心（地址請參閱 <https://www.clp.com.hk/zh/my-home/customer-service-networks/customer-service-centres>）。
 - 如申請表是經網上遞交，本機構將會在相關資料輸入「全心傳電」計劃非政府機構網上平台後將整份申請表連同已簽署的「條款及細則」妥善儲存以及制定合理的資料保留期限，確保此計劃所收集得個人資料不會保留超過實際所需。

6. 中電保留對「全心傳電」計劃下的申請作最終審批權。
7. 機構明白及同意不可向任何第三方透露或轉移任何「全心傳電」計劃所收集得的個人資料。
8. 本機構明白及同意如發現本機構系統出現異常或懷疑資料外洩的情況，必須立即通知中電。
9. 本條款及細則備有英文及中文版本。如有歧義，以英文版本為準。
10. 如因任何原因導致中電不能夠按計劃進行資助，包括電腦系統病毒感染、缺陷、篡改、未經授權的干擾、欺詐、技術故障或其他超出了中電的控制範圍的任何原因，而影響管理系統的安全性、公正性、完整性或本計劃的正常進行，中電將保留絕對權利採取可行的任何行動。
11. 本機構明白及同意只會在有需要的情況下(例如處理申請人查詢)才會於「全心傳電」計劃網上平台查閱過往的申請記錄。

Terms and Conditions applicable to the Non-Governmental Organization

1. We, the Non-Governmental Organisation dealing with the application on behalf of the beneficiary (hereinafter referred to as "NGO") has verified the personal data submitted by the beneficiary including Hong Kong Identity Card number, residential address, supporting document information and electricity account number or bank account information, and confirmed that the data are true, complete and accurate.
2. We understand that CLP Power shall take any appropriate legal action against us and our staff(s) if we and/or our staff(s) conceal any fact that we knew, allow or assist the beneficiary in furnishing any false particulars, or submit duplicated applications or to fraud.
3. The NGO understands and agrees to inform CLP Power within 1 week of the resignation of any staff who is responsible for processing the application of the "Power Connect" programme and has access to the personal data.
4. The NGO understands and agrees to take practicable measures to protect and properly handle all the personal data collected under the "Power Connect" programme. The NGO has formulated Privacy Policy and shall handle the personal data collected in accordance with the established guideline/ procedure, for instance, marking all the completed forms and the signed Terms and Conditions as "Confidential" and storing them in locked containers. Meanwhile, the NGO shall set a reasonable data retention period to ensure personal data collected under this Programme will not be kept longer than is necessary.
5. Procedures for processing application data are as follows:
 - For hard copy submission, the form will be sent to CLP Power Hong Kong Limited by registered mail (Mailing address: 13/F, No. 6 On Lai Street, Sha Tin, New Territories, Hong Kong) or returned by hand to customers service centres (Please go to <https://www.clp.com.hk/zh/my-home/customer-service-networks/customer-service-centres> for the address)
 - For online submission, the NGO will properly store all the forms, Terms and Conditions and ensure personal data collected under this Programme will not be kept longer than need(s).
6. CLP Power reserves the absolute right to approve or decline any application under "Power Connect" programme.

7. We understand and accept we shall not disclose or transfer any personal data collected under the “Power Connect” programme to any third party.
8. The NGO understands and agrees to inform CLP Power immediately if they are aware of any abnormalities on the NGO portal and/or suspect there is data leakage.
9. The English version of these Terms and Conditions shall prevail in case of any discrepancy between the English and Chinese versions.
10. If CLP Power is not capable of running as planned for reasons including infection by computer virus, bugs, tampering, unauthorised intervention, fraud, technical failure or any other causes beyond the control of CLP Power, which corrupt or affect the administration security, fairness or integrity or proper conduct of this programme, CLP Power reserves the right at its sole discretion to take any action that may be available.
11. The NGO understands and agrees to check the beneficiaries’ past application record on Power Connect platform only when it is necessary, e.g. appoint beneficiaries enquiries.