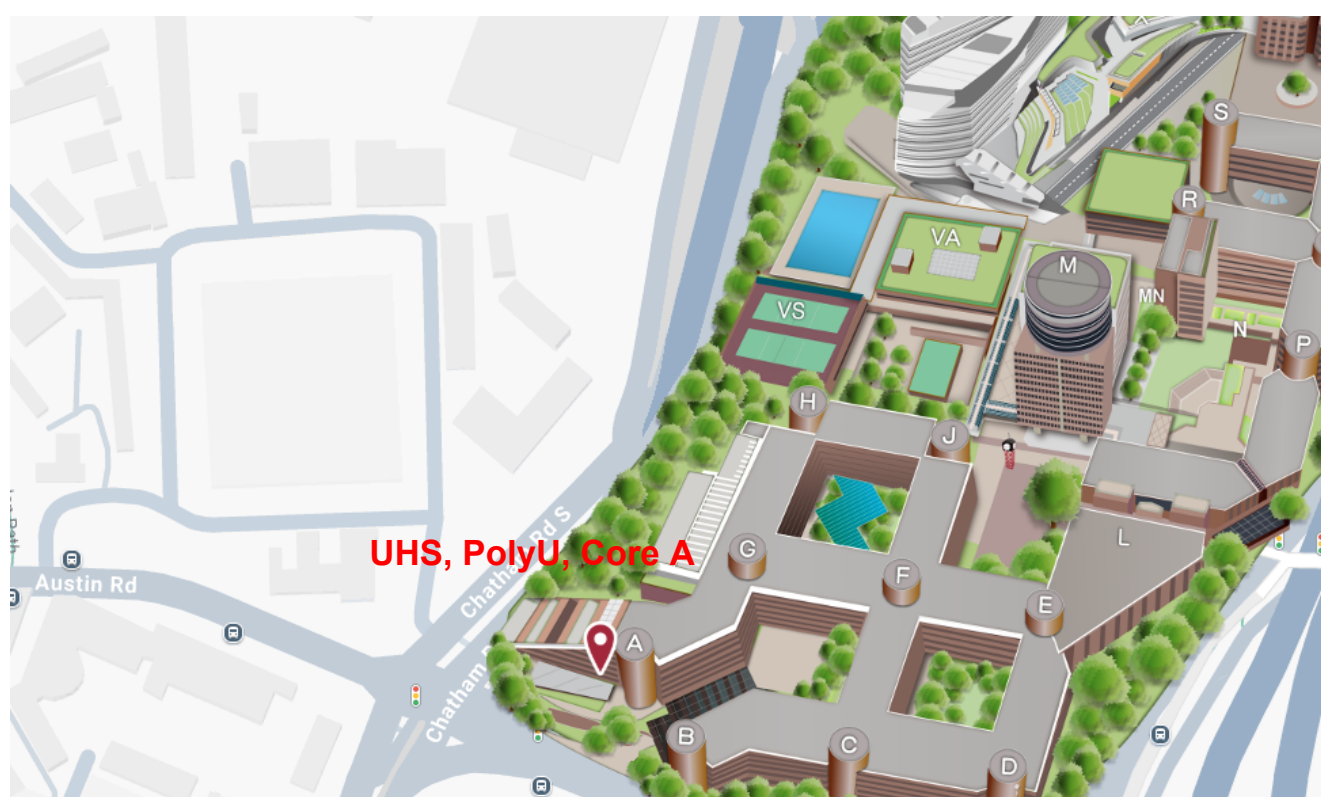


## PolyU COVID-19 RT-PCR Test Request Information

### 理大分子實驗室新冠病毒核酸測試資訊

#### 1. Location of the COVID-19 testing sampling (University Health Service Clinic, PolyU, Core A)

新冠測試採樣位置(於理工大學 A 座大學醫療保健處)



## **2. Sampling Period 採樣時段**

The standard sampling period is from 10:00 to 11:30 am, Monday to Friday.

標準採樣時段為星期一至五上午十時至十一時半。

## **3. Result Reporting Period & Approach 結果出具時段及形式**

The standard turnaround time is within 24 hours from the sampling time.

Only soft-copy (encrypted report to the requestor's email address) is issued.

標準結果出具時間為採樣後 24小時內。

實驗室只出具電子版報告。電子版報告將以加密形式發送至客戶所提供之電郵。

## **4. Test Fee 檢測費用**

Standard test fee - HKD\$500 for each testing

每測試項目之標準收費為港幣五百元正

## **7. Application Procedure 申請手續**

An appointment is required, and no walk-in request would be accepted. Please reserve at least one working day for application processing. The requestors would need to complete an excel worksheet to provide their basic personal information for test processing. The test requestor is suggested to provide two personal identification documents as shown in Appendix 1. A test confirmation would be issued to the requestor upon the receiving of the completed excel worksheet.

測試申請必需於至少一個工作天前預約, 實驗室不接受任何非預約之申請。申請者需填寫個人資料於一份 excel 表單作測試用途。申請者請盡量填上兩個個人身份識別證明文件(見附表一)。當實驗室收到已填妥之表單後會向申請者發出確認信息。

## **8. Terms and Conditions 條款及細則**

Please refer to the terms and conditions as outlined in Appendix 2

請細閱附件二所述之條款及細則

## **9. Contact details and business hours 聯絡資訊及辦公時間**

Mondays to Fridays – 9:00 am – 18:00 pm

Saturday, Sundays and Public Holidays - Closed

星期一至五: 上午 9:00 - 下午 6:00

星期六、日及公眾假期: 休息

Phone 電話: 3400 8807

Email 電郵: [covid.survey@polyu.edu.hk](mailto:covid.survey@polyu.edu.hk)

## Appendix 1: Personal Identification Document Type

### 附件一：個人身份識別文件類型

Doc. Type	Description in English	Description in Chinese
CH	Exit-Entry Permit for Travelling to and from Hong Kong and Macau	內地居民港澳通行證
CH_IDCARD	People's Republic of China Resident Identity Card	中國居民身份證
CH_PASS	People's Republic of China Passport	中國護照
HC	Mainland Travel Permit for Hong Kong and Macau Residents	港澳居民來往內地通行證 (即回鄉證)
HK_IDCARD	Hong Kong Identity Card	香港身份證
HK_PASS	Hong Kong Special Administrative Region (HKSAR) Passport	香港特區護照
MO_IDCARD	Macao Special Administrative Region (SAR) Resident Identity Card	澳門居民身份證
OTH_PASS	Other passports or travel documents	其他護照或旅遊證件

## Appendix 2: Terms and Conditions

### 附件二：條款及細則

1. The English version of these terms and conditions shall prevail whenever there is a discrepancy between the English and Chinese versions. 本條款及細則的英文版本如和中文譯本之文義有任何差異，一概以英文版本為準。
2. The laboratory does not provide any medical advice regarding clinical diagnosis and/or treatment based on the test results. Result interpretation is to be provided by qualified physicians. 本實驗室不會就測試結果提供任何臨床診斷及/或治療之醫學建議，測試結果需由合資格之醫護人員進行解讀。
3. Test sample will be used for test service provision and internal research and development only. If internal research and development are to be conducted, all personal identification will be concealed. 樣本只會用作測試服務及內部研究用途。如樣本用作研究之用，所有個人身份識別資料將被隱藏。
4. For results associated with a public health concern or notifiable infectious diseases, the laboratory will report the test results along with the personal data to the relevant authority based on the local regulatory requirement. The involved test specimens might also be submitted to the relevant authority for confirmatory testing based on the latest local regulatory requirement. 若測試結果涉及公眾健康考量或為需呈報之傳染病，基於本地法規要求實驗室會將該測試結果及個人資料匯報至有關監管機構。實驗室亦可能依據當時之法規要求將涉事之樣本呈交至相關監管機構作進一步測試確認。
5. The laboratory could report test-related information to the relevant accreditation body, if such reporting is required by the laboratory accreditation requirement. 如基於實驗室認可要求，本實驗室可能將測試相關資料匯報至有關認可機構。
6. The laboratory recognizes its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"). Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the laboratory is accurate. The laboratory will take all practicable steps to ensure the security of the personal data and to avoid unauthorized or accidental access, erasure or other use. Your personal identifiers, including name, identification numbers, contact details, and any other test-relevant information will be kept confidential and will not be shared with any third party unless being subjected to the conditions as stated in items 4 & 5. If you have any questions on personal data protection, you can consult the Privacy Commissioner for Personal Data (telephone number: 852 2827 2827).  
本實驗室明白其就《個人資料(私隱)條例》(香港法例第486章)(「條例」)收集、持有、處理、使用/或轉移個人資料所負有的責任。本實驗室僅將為合法和相關的目的收集個人資料，並將採取一切切實可行的步驟，確保實驗室所持有個人資料的安全性，及避免發生未經授權或因意外而擅自取得、刪除或另行使用個人資料的情況。您的個人識別碼，包括姓名，身份證號碼，聯絡資料和任何其他測試相關資料將被保密，除上述條款4和5所述之情況外並不會與任何第三方共享。如果您對個人資料保護有任何疑問，可以諮詢個人資料私隱專員公署(電話：852 2827 2827)。
7. Your personal data will be kept for at least four years. Any request for the erase of personal information must be sent by written notice to the laboratory. 閣下的個人資料將會被保留不少於四年，如欲刪除個人資料請以書面形式向本實驗室申請。
8. In case of any disputes, the decision of the laboratory shall be served as final. The laboratory reserves the right to amend or withdraw terms or conditions without prior notice. 如有任何爭議，本實驗室保留最終之決定權。實驗室保留對條款及細則之更改或取消之權利，恕不另行通知。