



## The Hong Kong Christian Kun Sun Association

### Application Guidelines

- Applicants need to complete this online form to apply for volunteer services, including in-prison volunteers and letter writing volunteers. The information in the form must be filled in correctly.
- Applicants may download the 'Referee Form' after completing the online registration. The form must be completed by the applicant's pastor who oversees the church where the applicant participates in regular meetings, and emailed to (ksa@ksa.org.hk) , fax (2725 6478) or mail the form to 7/F, Cheung Lee Commercial Building, 137-143 Cheung Sha Wan Road, Sham Shui Po, Kowloon, Hong Kong. We will not process the application without the 'Referee Form'.
- Once the applicant submits the form, they will need to agree with the disclaimer on the form that allows the Association to contact the applicant's referee directly.
- Applicants will be invited for interview if they meet the requirements of the Association.
- After interviewing the applicant and being admitted as a volunteer, they will accept the use of the Association's website to browse the volunteer's information and arrange for the applicant to enter correctional institutions and reformatory institutions to participate in religious classes at least 4 times a year. If the requirements of the Association are not met such as if their attendance or service performance is at question, the Association reserves the right to terminate the volunteer service of the applicant.
- All documents submitted at the time of application will not be returned to the applicant.
- Applicants who are successfully admitted will be able to login to our website to use the related services.

### Privacy Policy Statement

- The Association collects personal information from applicants who voluntarily fill in the content of this online form, including their personal salvation testimony and church information, etc., it will only be used for the internal reference of this volunteer service application and for future contact.
- The personal data collected in the "Referee Form of the Church Pastor" will only be used to apply for volunteers. Once the applicant submits the form, according to the statement on the form, the applicant allows the Association to contact the

consultant directly.

- Once the Association accepts applicants as volunteers, the Association has the right to archive the relevant information and strictly monitor any information provided in accordance with the "Personal Data Privacy Ordinance".
- All applicants who have not been interviewed and accepted as volunteers, or who have failed to complete their service 4 times within one year or who have failed to meet other service requirements, will have their personal data destroyed within one month.
- After a volunteer quits our volunteer team, his/her personal data will be destroyed within 2 years. After destroying personal information, if volunteers want to participate in the service again, they must re-apply and submit their personal salvation testimonies and be signed by the consulting pastor.
- Applicants or volunteers may contact the Executive Officer of the Association at 2728 2341 to inquire about their personal data records.
- For details, please read the '[Privacy Policy and Personal Information Collection Statement](#)'.

\* If there is any inconsistency or conflict between the English version and the Chinese versions, the Chinese version shall prevail.