

The Department's Data Protection Policy is to comply with the obligations under the Personal Data (Privacy) Ordinance ("PDPO"). The main points of the Department's policy and general practices are summarized as follows:-

- a. Personal data should be collected by lawful and fair means for lawful purposes directly related to the functions and activities of the Department;
- b. The data so collected should be necessary, adequate but not excessive in relation to the purposes;
- c. Unless an exemption is applicable, on or before collecting data from the data subject, he/she should be informed of the purpose(s) for which the data is to be used; and the classes of persons to whom the data may be transferred;
- d. On or before the first use of the data which is collected from the data subject for the purpose(s) for which it was collected, the data subject should be informed of his/her rights to request access to and correction of the personal data; and the post title and address of the officer who is to handle any such request made to the Department;
- e. All reasonably practicable steps should be taken to ensure that personal data collected or retained is accurate for the purposes for which the personal data is or is to be used;
- f. Personal data will not be kept longer than is necessary for the fulfillment of the purposes (including any directly related purposes) for which the data is or is to be used, unless the retention is governed by legislation or it is in the public interest, for instance, historical (archival) interest, not to erase the data;
- g. Unless prescribed consent has been obtained from the data subject, the personal data should only be used, disclosed or transferred for the purposes or any directly related purposes for which it was collected or where it is allowed under the PDPO;
- h. All reasonably practicable steps should be taken to ensure that personal data held is protected against unauthorised or accidental access, processing, erasure, loss or other use;
- i. Data subject will be allowed access to and correction of personal data relating to him/her subject to the provisions and exemptions of the PDPO. Data subject is not entitled to access data which is not personal data or personal data not belonging to him/her. Access to personal data as provided for in the PDPO means obtaining a copy of his/her data rather than a copy of the document containing his/her personal data. Furthermore, the PDPO requires that in complying with the request, the names or other identifying particulars of individuals other than the data subject should be omitted or otherwise not disclosed. Payment of photocopying charge is required for the supply of a copy of the personal data.