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| <b>Census and Statistics Department</b><br><b>- Policies and Practices in Relation to Personal Data -</b> |
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### **Control of Personal Data**

The **Deputy Commissioner** is designated as the **Data Controlling Officer (DCO)**, who is responsible for overseeing, assessing, authorising, monitoring and reviewing personal data protection measures to ensure compliance with the requirements of the Personal Data (Privacy) Ordinance (“PDPO”) within the Department. Any decision to refuse to comply with a data access or correction request should be subject to the authorisation of DCO.

2. **Deputy Departmental Secretary (Personnel)** is designated as the **Data Protection Officer (Employment-related)** to assist DCO in the overall management of **employment-related personal data**. He/She is responsible for overseeing the collection, handling, use, storage, transmission and security of employment-related personal data, ensuring compliance with the requirements of the PDPO in relation to such data; monitoring the handling of data access and correction requests in relation to such data and maintaining a record of these requests; keeping log of any refusal to comply with such requests; and dealing with the relevant complaints.

3. **Statistician (Data Collection Systems)** is designated as the **Data Protection Officer (Non-employment-related)** to assist DCO in the overall management of **non-employment-related personal data**. He/She is responsible for overseeing the application of the Department’s personal data protection measures to the collection, handling, use and disclosure of non-employment-related personal data and for ensuring that access and correction requests in relation to such data are processed in accordance with the requirements of the PDPO and maintaining a record of these requests. He/She is also required to keep log of any refusal to comply with such requests; and dealing with the relevant complaints.

### **Personal Data Policies**

4. The Department is committed to ensuring that all personal data are handled in accordance with the provisions of the PDPO and undertakes to -

- (a) collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the Department’s functions or activities;
- (b) take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- (c) use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the data subject concerned has given consent for a change of use or such use is permitted by law;
- (d) take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;
- (e) take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the Department holds and the main purposes for which the data are to be used;
- (f) permit persons to access and to correct personal data of which they are the data subject and to process such access/correction requests in a manner permitted or required by law; and

- (g) erase personal data which are no longer necessary for the fulfillment of the purposes for which they are to be used.

### **Retention**

5. The Department maintains and executes retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used, unless the retention is governed by legislation or it is in the public interest not to erase the data. Different retention periods apply to the various kinds of personal data collected and held by the Department in accordance with policies in standing instructions and administration manuals.

### **Kinds of Personal Data Held**

6. Three broad categories of personal data are held by the Department. They are personal data contained in:

- (a) **Survey records** which include records containing information related to the socio-economic and other data of an individual collected in statistical surveys;
- (b) **Personnel records** which include the records of personal and family particulars, education and qualifications, employment history, appointment and promotion, appraisal reports, training records, conduct and discipline, medical records, salary and allowances, retirement and pension, etc. of serving officers and former employees. Recruitment and appointment data on job applicants are also held; and
- (c) **Other records** which include the records of persons who make contacts, enquiries, complaints or registrations to the Department, information of purchasers or subscribers of the statistical products or services of the Department, government administrative records extracted to the Department for statistics compilation, and personal particulars of personnel employed by bidders, contractors and suppliers, etc.

### **Main Purposes of Keeping Personal Data**

7. Personal data held in:

- (a) **Survey records** are kept for the purposes of collecting data and compiling statistics;
- (b) **Personnel records** are kept for recruitment and human resources management purposes, relating to such matters as appointment, termination, performance management, promotion, discipline, payroll and other related accounting matters of employees, etc; and
- (c) **Other records** are kept for various purposes which vary according to the nature of the records, such as handling enquiries or complaints, dealing with provision of statistical products or services of the Department, compiling statistics, and facilitating procurement matters and execution of contracts.

## **Data Access/Correction Requests**

8. Requests for access to or correction of personal data held by the Department may be made by the [PDPO Data Access Request Form \(OPS003\)](#) to :

### **For employment-related personal data**

**Data Protection Officer (Employment-related)**

**Census and Statistics Department**

**21/F, Wanchai Tower**

**12 Harbour Road**

**Wan Chai**

**Hong Kong**

### **For non-employment-related personal data**

**Data Protection Officer (Non-employment-related)**

**Census and Statistics Department**

**16/F, Wanchai Tower**

**12 Harbour Road**

**Wan Chai**

**Hong Kong**

## **Charges**

9. A charge will be made to cover the cost of photocopying personal data supplied in response to a data access request at the rate of A4 size paper at \$1.5 per copy and A3 size paper at \$1.6 per copy on documents provided in black and white. This standard fee is to apply unless otherwise provided by enactment or approved by the Secretary for Financial Services and the Treasury.