

Housing Department
Hong Kong

28 January 2015

Departmental General Circular No. 1/2015

Personal Data Privacy Management

(This circular should be re-circulated annually)

This circular presents the Privacy Management Programme (“PMP”) of Housing Authority (“HA”) / Housing Department (“HD”). It also provides guidelines on compliance with the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”). DGC No. 6/2007 is hereby superseded.

Background

2. The PDPO was enacted in August 1995 to protect an individual’s right to privacy with respect to personal data. It binds the Government.

3. The regulatory experience of the Office of the Privacy Commissioner for Personal Data (“PCPD”) suggests that merely treating personal data privacy protection as a legal compliance issue would not result in effective personal data protection. In order to put the spirit of the PDPO into practice, data users, particularly organisational data users, should embrace personal data protection as part of their corporate governance responsibilities and apply it as a business imperative throughout the organisation, covering business practices, operational processes and other important aspects of operations. To facilitate data users to do this, PCPD has issued a guidance leaflet entitled “Privacy Management Programme: a Best Practice Guide” (“the Guide”), which is available at http://www.pcpd.org.hk/english/publications/files/PMP_guide_e.pdf.

PMP and Compliance Guidelines

4. As a responsible data user, HA/HD is committed to adopting a

PMP in a bid to put the spirit of the PDPO into practice in all respects of our corporate governance responsibilities. The policies and practices pertinent to our PMP, developed on the basis of the principles enshrined in the Guide, are set out at **Appendix I**. Guidelines on compliance with the PDPO, being an important part of the PMP, are set out at **Appendix II**.

Enquiries

5. General enquiries on this circular should be addressed to SEO(Per)1, Departmental Data Protection Officer (DDPO), at 2761 7048. Enquiries specific to the conduct of PMP in divisions should be addressed to the following Divisional Data Protection Officers (DivDPOs) –

Division	Responsible officer	Designation
Development and Construction Division	Chief Quantity Surveyor 1	DivDPO(DCD)
Estate Management Division	Housing Manager (Management)	DivDPO(EMD)
Permanent Secretary's Office, Corporate Services Division and Strategy Division	Senior Publicity Manager (Complaints and Enquiries)	DivDPO(CSD, SD, SRPA & PSH Office)



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for Permanent Secretary for
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