



公開資料守則

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公開政府所持有的資料，有助增強對：

- 政策及決定的了解
- 決定及行動的責任承擔
- 公共服務的認識
- 公共事務的參與
- 香港行政管理的信心

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引言

政府應該運用可供使用的資源，為市民提供優質服務。為達致此目的，政府明白到市民是需要充分認識政府及其提供的服務，以及對個人和整個社會均有影響的政策和決定的依據。

本守則界定擬提供資料的範疇，列出按慣例或因應要求提供資料的方式，並訂明盡快發放資料的程序。

本守則授權和規定公務員除有特別理由外，按慣例或因應要求提供資料。這些理由載列於第2部。若拒絕任何索取資料的要求，通常會提述這些理由。

任何索取資料的要求均會盡快及妥善地處理，如有需要，有關人員會協助市民闡明其要求，或把要求轉介至最適當的部門處理。有關的程序會盡量精簡。

本守則亦載列有關要求覆檢或投訴的程序，以便市民在認為守則的規定未獲適當執行時知所遵循。

本守則已上載於互聯網，作為「香港政府一站通」的一部分。載錄守則的網址為 <http://www.access.gov.hk>。

第 1 部

適用範圍

政府部門

1.1 本守則適用於附件 A 所載列的所有政府部門¹。

法庭、審裁處及調查小組

1.2 本守則不適用於法庭、審裁處或調查小組所持有的資料。就法庭、審裁處和調查小組所進行的聆訊而言，本守則對現時有關披露資料的法規並無影響。

1.3 然而，本守則適用於司法機構政務長轄下所有法院與審裁處的登記處及行政辦事處，以及其他審裁處及調查小組的秘書處和行政辦事處所持有的其他資料(即上文第 1.2 段所提述以外的資料)。

提供資料

按慣例公布或供查閱的資料

1.4 各部門每年均會公布：

- 其組織結構的詳情
- 所提供服務的資料

¹ “部門”一詞包括任何部門、局、隊、服務、組、秘書處或其他政府機構。

- 其服務表現承諾及履行各項承諾的情況

此外，各部門亦會公布下述資料，或在適當地點提供這些資料以供查閱：

- 按類別劃分的部門紀錄²一覽表
- 已公布或以其他方式提供的資料一覽表，不論是免費或付費後才提供
- 查閱非按慣例公布的資料的程序及收費

1.5 每當政府首次推出或更改某項公共服務時，負責的部門會公布足夠的資料，說明新增服務的性質或服務有何改變，以及哪些人會受影響。

應要求提供的資料

1.6 各部門亦會應要求就其政策、服務、決定及職責範圍以內的其他事宜，提供額外資料。不過，若要求提供的資料屬第2部所載列的範疇，則可予以拒絕。

法定義務及限制

1.7 本守則對市民查閱資料的既有法定權利並無影響。同樣，守則亦不會影響有關公開資料方面的既有法定限制，不論這些限制是法定禁令或任何根據普通法或適用於香港的國際協議所引起的義務。

2 “紀錄”一詞的定義，載列於本守則附件B。

程序

公開資料主任

1.8 各部門會指派一名人員擔任公開資料主任，負責促進和監督守則的執行。

索取資料的要求

1.9 索取資料的要求可以口頭或書面方式提出。

1.10 如索取的資料可以即時和簡單地回應，例如口頭作答、提供單張或標準表格，則通常以口頭方式提出便可。不過，在有需要或適當的情況下，公務員可要求市民以書面確認他們的口頭要求。

1.11 書面要求可以書函或附件C所載的申請表格提出，並應寄交有關部門的公開資料主任。

回應索取資料的要求

1.12 當局會盡快回應索取資料的要求。

1.13 倘若口頭答覆或提供標準單張、表格等方式均不能完全滿足要求（不論是以書面或口頭提出），則可透過下列方式提供資料：

- 提供有關紀錄或其部分的副本
- 提供有關紀錄或其部分的抄本
- 給予合理機會查閱、聆聽或查看有關紀錄或其部分，或
- 提供有關紀錄或其部分的摘要

資料會盡量以原來的形式提供。紀錄內若有些資料不可以披露，其餘部分通常仍可公開。

1.14 本守則不會強制部門：

- 提供該部門沒擁有的資料
- 編製從來沒有存在的紀錄
- 應要求提供已公布的資料(不論是免費或付費後才提供)，或
- 提供可透過收費服務獲得的資料。

在這些情況下，會盡量向申請人指出適當的資料來源處。

1.15 不過，某部門若接獲索取資料的書面要求，而資料是由另一部門所持有，則會代為轉介，並通知申請人有關情況。

作出回應的預定時間

1.16 在可能範圍內，會在接獲書面要求後的10日³內提供有關資料。如情況不許可，亦會在接獲要求的10日內給予申請人初步答覆，而作出回應的預定時間則會是接獲要求起計的21日。

1.17 如要求不獲接納，則會在上文第1.16段所述的時限內通知申請人。

1.18 只有在特殊情況下方可延至超過21日後才作出回應，但應向申請人解釋有關情況，而再延長的期限通常不得超過30日。

³ “日”一詞在本守則內是指“曆日”。

- 1.19 為配合第1.20-1.23段所述有關索取第三者資料的程序，或如申請人未有按照第1.24段所述支付所徵收的費用，這些預定時間在有需要時可予延長。

第三者資料

程序及時間表

- 1.20 如索取的資料是為第三者持有或由第三者提供，並從第三者明確知道或獲得暗示不會進一步披露，而有關公務員認為，為了公眾利益或須披露這些資料，則有關人員會告知該第三者，請他表示同意或就反對披露這些資料作出陳述，並會要求他在30日內作出回應，或應要求給予他一段較長而合理的時間以作出回應。
- 1.21 經該第三者同意後便可披露有關資料。
- 1.22 假如該第三者就反對披露作出陳述，或未有在規定時間內作出回應，有關人員會以披露資料的公眾利益超過可能造成的傷害或損害為理由，決定應否披露資料，並會通知該第三者有關的決定。
- 1.23 如決定有關資料應予披露，便會通知該第三者，表示會在通知日期起計的30日後披露這些資料。

收費

- 1.24 處理索取資料的要求需要使用資源，因此各部門可能會按照提供所需資料的成本，向使用這項服務的人士收取費用，而有關資料會在所需的費用繳清後才發放。

覆檢

- 1.25 任何人如認為某部門未有遵行守則的規定，可要求該部門覆檢有關情況。上文第1.16至1.19段所載作出回應的預定時間，也適用於各項覆檢的要求。
- 1.26 任何人如認為某部門未有適當執行守則的規定，亦可向申訴專員投訴。申訴專員的地址如下：

香港干諾道中168-200號
信德中心招商局大廈30樓

電話號碼：2629 0555
傳真號碼：2882 8149

第2部

可拒絕披露的資料

- 2.1 部門可拒絕披露下列類別的資料，或拒絕證實或否認是否有該等資料；而在拒絕提供資料時，通常會提述下文所述的理由。
- 2.2 凡本部提及的“傷害”或“損害”，包括實際造成的傷害及損害，以及可能或有理由預期會造成的傷害及損害。在這些情況下，有關部門會考慮披露資料的公眾利益是否超過可能造成的傷害或損害。

防務及保安

- 2.3 (a) 資料如披露會令本港的防務受到傷害或損害。
- (b) 資料如披露會令本港的保安受到傷害或損害。

對外事務

- 2.4 (a) 資料如披露會令對外事務或與其他政府或國際組織的關係受到傷害或損害。
- (b) 資料是在保密情況下從其他政府、其他司法管轄區的法庭及國際組織取得，或在保密情況下送交這些政府、法庭及國際組織的。

國籍、出入境及領事事宜

- 2.5 (a) 與出入境或國籍事宜有關的資料。

- (b) 資料如披露會令國籍、人事登記、出入境或領事事宜的行政管理或代表其他政府執行的領事工作受到傷害或損害。

執法、法律訴訟程序及公眾安全

- 2.6
- (a) 資料如披露會令司法(包括進行審訊和執行或施行法律的工作)受到傷害或損害。
 - (b) 資料如披露會令法律訴訟程序或任何曾經或可能會在審裁處或調查小組進行的程序或其公正裁決受到傷害或損害，而不論這些調查是否公開進行或這些資料是否曾經或可能會在上述程序中考慮予以披露。
 - (c) 資料是與已審結、終止或延緩的法律訴訟程序，或與引致或已可能引致法律訴訟程序(無論是刑事或民事訴訟程序)的調查有關。
 - (d) 因法律專業特權而獲免在法律訴訟程序中提交的資料。
 - (e) 資料如披露會令防止、調查和偵查罪案及罪行，以及逮捕或檢控罪犯的工作，或任何羈留設施或監獄的保安受到傷害或損害。
 - (f) 資料如披露會令維持安寧、公眾安全或秩序、或保障財物的工作受到傷害或損害。
 - (g) 資料如披露可能會危害他人(無論該人是否在香港)的生命或人身安全，或可能會透露為保安目的或為執行或施行法律而在保密情況下提供的資料或協助的來源。

對環境的損害

- 2.7 資料如披露會令環境、稀有或瀕臨絕種生物及其生長的自然環境受到損害的可能性增加。

經濟的管理

- 2.8 資料如披露會令貨幣政策的推行、維持金融市場穩定的工作，或政府管理經濟的能力受到傷害或損害。

公務的管理和執行

- 2.9 (a) 資料如披露會令部門的談判、商業或合約活動，或批准酌情補助金或特惠補助金的工作受到傷害或損害。
- (b) 資料如披露會令政府的競爭條件或財政狀況或物業利益受到傷害或損害。
- (c) 資料如披露會令部門妥善而有效率的運作受到傷害或損害。
- (d) 資料要透過不合理地使用部門的資源才能提供。

內部討論及意見

- 2.10 (a) 為行政會議擬備的文件，以及行政會議的會議和審議工作紀錄。
- (b) 資料如披露會妨礙政府內部的坦率討論，以及給予政府的意見。這些資料可包括：
- (i) 任何政府內部會議或政府諮詢組織的會議紀錄；

- (ii) 政府官員或顧問向政府提出的看法、意見和建議，以及為政府所作的諮詢和審議。

公務人員的聘任及公職人員的委任

2.11 對公務人員的管理工作會造成傷害或損害的資料。

不當地獲得利益或好處

2.12 資料如披露可能會導致不當地獲得利益或好處。

研究、統計和分析

2.13 (a) 如披露與不完整或未完成的分析、研究或統計有關的資料，可能會令人產生誤解，或剝奪有關部門或任何其他人士發布資料的優先權或商業利益。

(b) 只為編製統計數字或進行研究而持有與個人、公司或產品有關資料，而這些資料並不會在研究報告或公布的統計數字中提述。

第三者資料

2.14 (a) 資料是為第三者持有或由第三者提供，並從第三者明確知道或獲得暗示不會進一步披露。但如第三者同意或披露資料的公眾利益超過可能造成的傷害或損害，則可予以披露。

(b) 資料是由第三者私下提供，如向資料所述的當事人披露，會傷害當事人或任何其他個人的身體或精神健康，或只應由合適的第三者向當事人披露。

個人私隱

2.15 與任何人(包括已故人士)有關的資料(除了向資料所述的當事人或其他合適人士披露外),除非 :

- (a) 披露這些資料符合蒐集資料的目的,或
- (b) 資料所述的當事人或其他合適人士已同意披露資料,或
- (c) 法例許可披露資料,或
- (d) 披露資料的公眾利益超過可能造成的傷害或損害。

商務

2.16 資料(包括商業、金融、科學或技術機密、貿易秘密或知識產權等方面的資料)如披露會令任何人的競爭條件或財政狀況受到傷害。

過早要求索取資料

2.17 即將公布或因已預定公布或發表而不宜提前披露的資料。

法定限制

2.18 資料如披露會 :

- (a) 抵觸任何適用於香港的法律,或
- (b) 違反任何根據普通法或適用於香港的國際協議所引起的義務。

本守則對下述機構適用

漁農自然護理署	香港警務處
司法機構政務長轄下所有法院與 審裁處的登記處及行政辦事處	房屋署
建築署	入境事務處
審計署	廉政公署
醫療輔助隊(部門)	政府新聞處
屋宇署	稅務局
政府統計處	創新及科技局
行政長官辦公室	創新科技署
民眾安全服務處(部門)	知識產權署
民航處	投資推廣署
土木工程拓展署	公務及司法人員薪俸及服務條件諮詢 委員會聯合秘書處
公務員事務局	勞工處
商務及經濟發展局	勞工及福利局
公司註冊處	土地註冊處
政制及內地事務局	地政總署
懲教署	法律援助署
香港海關	康樂及文化事務署
衛生署	海事處
律政司	保險業監理處
發展局	通訊事務管理局辦公室
渠務署	政務司司長及財政司司長辦公室
教育局	破產管理署
機電工程署	規劃署
環境局	郵政署
環境保護署	香港電台
財經事務及庫務局	差餉物業估價署
消防處	選舉事務處
食物環境衛生署	截取通訊及監察事務專員秘書處
食物及衛生局	公務員敘用委員會秘書處
政府飛行服務隊	保安局
政府化驗所	社會福利署
政府物流服務署	工業貿易署
政府產業署	運輸及房屋局
路政署	運輸署
民政事務局	庫務署
民政事務總署	大學教育資助委員會秘書處
香港輔助警察隊	水務署
香港金融管理局	在職家庭及學生資助事務處
香港天文台	

紀錄的定義

紀錄主要包括書面形式的文件，以及：

- (a) 任何書籍、地圖、圖則、圖表或圖樣；
- (b) 任何照片；
- (c) 任何標籤、記號或其他文字，用以識別或描述任何物件，且為該物件的構成部分，或以任何方法附連於該物件者；
- (d) 任何收錄聲音或其他資料(視像除外)的磁碟、磁帶、聲帶或其他裝置，並能(借助或毋須借助其他設備)予以重播者；
- (e) 任何收錄一個或多個視像的軟片、底片、磁帶、縮微膠卷、縮微膠片、唯讀光碟或其他裝置，並能(借助或毋須借助其他設備)予以重播者；以及
- (f) 凡標上任何文字、數字、字母或符號的物件，且能向熟悉該等文字、數字、字母或符號的人士傳達明確意義者。

APPLICATION FOR ACCESS TO INFORMATION 索取資料申請表格

(This form can be completed either in English or Chinese. Please read the notes below before completion.)
這份表格可用英文或中文填寫，填寫前請細閱表格下面的備註

Applicant's Particulars 申請人個人資料

Name 姓名	* Mr 先生 Ms 女士	# HK I/D No. 香港身份證號碼	()
Correspondence Address 通訊地址			
Tel. No. 電話號碼		Email address 電郵地址	Fax No. 傳真號碼

* Please delete as appropriate
請刪去不適用者

Complete only if the applicant's personal data are required
如索取的資料屬申請人的個人資料方需填寫

Information Requested 要求索取的資料

<p>To : Access to Information Officer 致 : 公開資料主任</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Name of department) 部門名稱</p>
<p>Details of information requested (Please be as specific as possible. It will help us understand clearly the information you are seeking. Use a separate sheet if necessary.) 所需資料的詳情 (請盡量具體說明，以便我們清楚知道你需要的是甚麼資料。如有需要，請另頁書寫。)</p>

Signature _____ **Date** _____
簽署 日期

Notes 備註

1. A charge reflecting the cost of reproducing the records concerned may be levied. The department will advise you in advance of any such charge.
有關部門會按照複印紀錄所需的成本收取費用，並預先告知你所需繳付的費用。
2. You may be asked to provide additional information to help us meet your request. The department may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，有關部門可能無法處理你的申請。
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
你所提供的資料，將用於處理有關你申請索取資料的事宜上。有關資料可能會向其他部門／機構透露，作同樣用途。
4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned.
如欲更改或索取載列在本表格的個人資料，請與有關部門的公開資料主任聯絡。

Public access to information held by the Government develops -

- **understanding** of policies and decisions
- **accountability** for decisions and actions
- **awareness** of public services
- **participation** in public service issues
- **confidence** in the administration of Hong Kong

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*I*NTRODUCTION

*T*he Government exists to serve the community well within available resources. To this end, it recognises the need for the community to be well informed about the Government, the services it provides and the basis for policies and decisions that affect individuals and the community as a whole.

This Code defines the scope of information that will be provided, sets out how the information will be made available either routinely or in response to a request, and lays down procedures governing its prompt release.

The Code authorises and requires civil servants, routinely or on request, to provide information unless there are specific reasons for not doing so. These reasons are set out in Part 2 and will normally be referred to if a request for information is refused.

Requests for information will be handled as promptly and helpfully as possible and if necessary, members of the public may be approached to clarify their requests or the requests may be directed to the most appropriate department. Procedures will be kept as simple as possible.

The Code also sets out procedures for review or complaint if a member of the public considers that the provisions of the Code have not been properly applied.

The Code is available on the Internet as a component of the GovHK. It can be accessed at <http://www.access.gov.hk>.



PART 1

SCOPE

GOVERNMENT DEPARTMENTS

1.1 The Code applies to all government departments¹ as listed at Annex A.

COURTS, TRIBUNALS AND INQUIRIES

1.2 The Code does not apply to information held by courts, tribunals or inquiries. The existing legal rules governing disclosure of information in the context of proceedings before courts, tribunals and inquiries are not affected by the Code.

1.3 The Code does, however, apply to information other than that stated in paragraph 1.2 which is held by all registries and administrative offices of courts and tribunals for which the Judiciary Administrator has responsibility, and secretariats and similar offices of other tribunals and inquiries.

PROVISION OF INFORMATION

INFORMATION TO BE PUBLISHED OR MADE AVAILABLE ROUTINELY

1.4 Each year departments will publish -

- details of their organisation
- information on the services they provide
- their performance pledges and the extent to which they have been met.

They will also publish, or make available for inspection at appropriate locations -

- a list of their records² by category
- a list of information either published or otherwise made available, whether free or on payment
- the procedures and any charges for access to information not

¹ The term “department” includes any department, bureau, force, service, unit, secretariat, or other agency of the Government.

² The term “record” is defined at Annex B to this Code.

routinely published.

- 1.5 Whenever a service for the public is introduced or changed, the department responsible will publish sufficient information to explain the nature of the new service or change, and who will be affected by it.

INFORMATION TO BE PROVIDED ON REQUEST

- 1.6 Each department will also, on request, provide additional information relating to its policies, services, decisions and other matters falling within its area of responsibility, except that requests for information in the areas listed in Part 2 may be refused.

LEGAL OBLIGATIONS AND RESTRICTIONS

- 1.7 The Code does not affect statutory rights of access to information. Equally the Code does not affect legal restrictions on access to information whether these are statutory prohibitions, or obligations arising under common law or international agreements which apply to Hong Kong.

PROCEDURES

ACCESS TO INFORMATION OFFICER

- 1.8 Each department will designate an Access to Information Officer who will be responsible for promoting and overseeing the application of the Code.

REQUESTS FOR INFORMATION

- 1.9 Requests for information may be made orally or in writing.
- 1.10 Oral requests will usually suffice where the information sought can be provided readily and simply, for example by oral replies or provision of leaflets or standard forms. Civil servants may, however, ask for an oral request to be confirmed in writing where necessary or appropriate.
- 1.11 Written requests may be made by letter or by the application form at Annex C, and should be addressed to the Access to Information Officer of the department concerned.

RESPONSES TO REQUESTS FOR INFORMATION

- 1.12 Responses to requests for information will be given as quickly as possible.
- 1.13 Where a request, whether written or oral, cannot adequately be met by an oral reply or provision of a standard leaflet, form, etc., the information may be given by -
- providing a copy of the relevant record or part thereof
 - providing a transcript of the relevant record or part thereof
 - affording a reasonable opportunity to inspect, hear or view the relevant record or part thereof, or
 - providing a summary of the relevant record or part thereof.

So far as possible, information will be provided in the form in which it exists. Where disclosure of certain information in a record is to be refused, access will normally be provided to the remaining part of the record.

- 1.14 The Code does not oblige departments to -
- acquire information not in their possession
 - create a record which does not exist
 - provide on request information which is already published, either free or at a charge, or
 - provide information available through an existing charged service.

In these circumstances, an applicant for information will, where possible, be directed to the appropriate source of the information.

- 1.15 However, if a department receives a written request for information which is held by another department, it will transfer the request to that department and so advise the applicant.

TARGET RESPONSE TIMES

- 1.16 Where possible, information will be made available within ten days³ of receipt of a written request. If that is not possible, the applicant will be so advised by an interim reply within ten days of receipt of the request. The target response time will then be twenty-one days from receipt of the request.

³ Whenever the term “days” is used in the Code, this means “calendar days”.

- 1.17 If a request is to be refused, the applicant will be so informed within the timeframe set out in paragraph 1.16 above.
- 1.18 Response may be deferred beyond twenty-one days only in exceptional circumstances, which should be explained to the applicant. Any deferral should not normally exceed a further thirty days.
- 1.19 These targets may be extended if necessary to accommodate the third party procedures set out in paragraphs 1.20 - 1.23, or where the applicant fails to pay any charges levied in accordance with paragraph 1.24.

THIRD PARTY INFORMATION

PROCEDURES AND TIMEFRAME

- 1.20 Where information requested is held for, or was provided by, a third party under an explicit or implicit understanding that it would not be further disclosed, but a civil servant considers that the public interest may require disclosure, he will so advise the third party and invite the latter to consent to, or make representations against disclosure. The third party will be asked to respond within thirty days or such reasonable longer period as he may be granted on request.
- 1.21 On receipt of consent from the third party, the information may be disclosed.
- 1.22 If the third party makes representations against disclosure, or fails to respond within the stipulated time, a decision will be taken as to whether the information should be disclosed on the ground that the public interest in disclosure outweighs any harm or prejudice that would result. The third party will be advised of the decision.
- 1.23 If the decision is that the information should be disclosed, the third party will be notified that disclosure will be made at the expiry of thirty days from the date of the notification.

CHARGES

- 1.24 Processing requests for information uses resources and departments may therefore require payment for this service. Any charges levied will reflect the cost of providing the information, and the information will not be released until the requisite payment has been made.

REVIEW

- 1.25 Any person who believes that a department has failed to comply with any provision of the Code may ask the department to review the situation. The target response times set out in paragraphs 1.16 to 1.19 above also apply to requests for review.
- 1.26 Any person who believes that a department has failed to properly apply any provision of the Code may also complain to The Ombudsman. The Ombudsman's address is -

30/F, China Merchants Tower
Shun Tak Centre
168-200 Connaught Road Central
Hong Kong

Telephone : 2629 0555
Fax : 2882 8149



PART 2

INFORMATION WHICH MAY BE REFUSED

- 2.1 A department may refuse to disclose information, or may refuse to confirm or deny the existence of information, in the categories and for the reasons set out below, which will normally be referred to if a request is refused.
- 2.2 References in this Part to “harm” and “prejudice” include both actual harm and prejudice and the risk or reasonable expectation of harm and prejudice. In such cases, the department will consider whether the public interest in disclosure of the information outweighs any harm or prejudice that could result.

DEFENCE AND SECURITY

- 2.3 (a) Information the disclosure of which would harm or prejudice Hong Kong’s defence.
- (b) Information the disclosure of which would harm or prejudice Hong Kong’s security.

EXTERNAL AFFAIRS

- 2.4 (a) Information the disclosure of which would harm or prejudice the conduct of external affairs, or relations with other governments or with international organisations.
- (b) Information received in confidence from and conveyed in confidence to other governments, courts in other jurisdictions, and international organisations.

NATIONALITY, IMMIGRATION AND CONSULAR MATTERS

- 2.5 (a) Information relating to immigration or nationality cases.
- (b) Information the disclosure of which would harm or prejudice the administration of nationality, registration of persons, immigration or consular matters, or the performance of consular functions as an agent for other governments.

LAW ENFORCEMENT, LEGAL PROCEEDINGS AND PUBLIC SAFETY

- 2.6 (a) Information the disclosure of which would harm or prejudice the administration of justice, including the conduct of any trial and the enforcement or administration of the law.
- (b) Information the disclosure of which would harm or prejudice the conduct or impartial adjudication of legal proceedings or any proceedings conducted or likely to be conducted by a tribunal or inquiry, whether or not such inquiry is public or the disclosure of the information has been or may be considered in any such proceedings.
- (c) Information which relates to proceedings which have been completed, terminated or stayed, or which relates to investigations which resulted in or may have resulted in proceedings, whether any such proceedings are criminal or civil.
- (d) Information which would be privileged from production in legal proceedings on the ground of legal professional privilege.
- (e) Information the disclosure of which would harm or prejudice the prevention, investigation and detection of crime and offences, the apprehension or prosecution of offenders, or the security of any detention facility or prison.
- (f) Information the disclosure of which would harm or prejudice the preservation of the peace, public safety or order, or the preservation of property.
- (g) Information the disclosure of which might endanger the life or physical safety of any person (whether or not such person is in Hong Kong), or identify the source of information or assistance given in confidence for security purposes, or for the enforcement or administration of the law.

DAMAGE TO THE ENVIRONMENT

- 2.7 Information the disclosure of which would increase the likelihood of damage to the environment or to rare or endangered species and their habitats.

MANAGEMENT OF THE ECONOMY

- 2.8 Information the disclosure of which would harm or prejudice the conduct of monetary policy, the maintenance of stability in financial markets, or the ability of the Government to manage the economy.

MANAGEMENT AND OPERATION OF THE PUBLIC SERVICE

- 2.9 (a) Information the disclosure of which would harm or prejudice negotiations, commercial or contractual activities, or the awarding of discretionary grants and ex-gratia payments by a department.
- (b) Information the disclosure of which would harm or prejudice the competitive or financial position or the property interests of the Government.
- (c) Information the disclosure of which would harm or prejudice the proper and efficient conduct of the operations of a department.
- (d) Information which could only be made available by unreasonable diversion of a department's resources.

INTERNAL DISCUSSION AND ADVICE

- 2.10 (a) Papers prepared for, and records of meetings and deliberations of the Executive Council.
- (b) Information the disclosure of which would inhibit the frankness and candour of discussion within the Government, and advice given to the Government. Such information may include -
- (i) records of discussion at any internal government meeting, or at any meeting of a government advisory body;
- (ii) opinions, advice, recommendations, consultations and deliberations by government officials or advisers to the Government.

PUBLIC EMPLOYMENT AND PUBLIC APPOINTMENTS

- 2.11 Information which would harm or prejudice the management of the public service.

IMPROPER GAIN OR ADVANTAGE

- 2.12 Information the disclosure of which could lead to improper gain or advantage.

RESEARCH, STATISTICS AND ANALYSIS

- 2.13 (a) Information relating to incomplete analysis, research or statistics, where disclosure could be misleading or deprive the department or any other person of priority of publication or commercial value.
- (b) Information held only for preparing statistics or carrying out research, and which relates to individuals, companies or products which will not be identified in reports of that research, or in published statistics.

THIRD PARTY INFORMATION

- 2.14 (a) Information held for, or provided by, a third party under an explicit or implicit understanding that it would not be further disclosed. However, such information may be disclosed with the third party's consent, or if the public interest in disclosure outweighs any harm or prejudice that would result.
- (b) Information provided in confidence by a third party if disclosure to the subject of the information would harm the physical or mental health of the subject or any other individual, or disclosure should only be made to the subject by an appropriate third party.

PRIVACY OF THE INDIVIDUAL

- 2.15 Information about any person (including a deceased person) other than to the subject of the information, or other appropriate person, unless -
- (a) such disclosure is consistent with the purposes for which the information was collected, or
- (b) the subject of the information, or other appropriate person, has given consent to its disclosure, or
- (c) disclosure is authorised by law, or
- (d) the public interest in disclosure outweighs any harm or prejudice that would result.

BUSINESS AFFAIRS

- 2.16 Information including commercial, financial, scientific or technical confidences, trade secrets or intellectual property the disclosure of which would harm the competitive or financial position of any person.

PREMATURE REQUESTS

- 2.17 Information which will soon be published, or the disclosure of which would be premature in relation to a planned announcement or publication.

LEGAL RESTRICTIONS

- 2.18 Information the disclosure of which would constitute -
- (a) a contravention of any law which applies in Hong Kong, or
 - (b) a breach of any obligation arising under common law or under any international agreement which applies to Hong Kong.



ORGANISATIONS TO WHICH THE CODE APPLIES

Agriculture, Fisheries and Conservation Department	Hong Kong Police Force
All registries and administrative offices of courts and tribunals for which the Judiciary Administrator has responsibility	Housing Department
Architectural Services Department	Immigration Department
Audit Commission	Independent Commission Against Corruption
Auxiliary Medical Service (department)	Information Services Department
Buildings Department	Inland Revenue Department
Census and Statistics Department	Innovation and Technology Bureau
Chief Executive's Office	Innovation and Technology Commission
Civil Aid Service (department)	Intellectual Property Department
Civil Aviation Department	Invest Hong Kong
Civil Engineering and Development Department	Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service
Civil Service Bureau	Labour Department
Commerce and Economic Development Bureau	Labour and Welfare Bureau
Companies Registry	Land Registry
Constitutional and Mainland Affairs Bureau	Lands Department
Correctional Services Department	Legal Aid Department
Customs and Excise Department	Leisure and Cultural Services Department
Department of Health	Marine Department
Department of Justice	Office of the Commissioner of Insurance
Development Bureau	Office of the Communications Authority
Drainage Services Department	Offices of the Chief Secretary for Administration and the Financial Secretary
Education Bureau	Official Receiver's Office
Electrical and Mechanical Services Department	Planning Department
Environment Bureau	Post Office
Environmental Protection Department	Radio Television Hong Kong
Financial Services and the Treasury Bureau	Rating and Valuation Department
Fire Services Department	Registration and Electoral Office
Food and Environmental Hygiene Department	Secretariat, Commissioner on Interception of Communications and Surveillance
Food and Health Bureau	Secretariat of the Public Service Commission
Government Flying Service	Security Bureau
Government Laboratory	Social Welfare Department
Government Logistics Department	Trade and Industry Department
Government Property Agency	Transport and Housing Bureau
Highways Department	Transport Department
Home Affairs Bureau	Treasury
Home Affairs Department	University Grants Committee, Secretariat
Hong Kong Auxiliary Police Force	Water Supplies Department
Hong Kong Monetary Authority	Working Family and Student Financial Assistance Agency
Hong Kong Observatory	

DEFINITION OF RECORD

Record may include a document in writing and -

- (a) any book, map, plan, graph or drawing;
- (b) any photograph;
- (c) any label, marking or other writing which identifies or describes anything of which it forms part, or to which it is attached by any means whatsoever;
- (d) any diskette, tape, sound-track or other device in which sounds or other data (not being visual images) are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced therefrom;
- (e) any film, negative, tape, microfilm, microfiche, CD-ROM or other device in which one or more visual images are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced therefrom; and
- (f) anything whatsoever on which is marked any words, figures, letters or symbols which are capable of carrying a definite meaning to persons conversant with them.

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