

Office of the Privacy Commissioner for Personal Data, Hong Kong

List of Information Published or Made Available to the Public

Free of Charge

(All free items are available upon request while stock lasts)

List of Information	
1. Code of Practice / Guideline & Explanatory Booklet	
1.1	Privacy Guidelines: Monitoring and Personal Data Privacy at Work (December 2004)
1.2	Monitoring and Personal Data Privacy at Work: Points to Note for Employers of Domestic Helpers (December 2004)
1.3	Fact Sheet - Understanding the Code of Practice on Consumer Credit Data - Frequently Asked Questions - On the Sharing of Mortgage Data for Credit Assessment Purpose (April 2011)
1.4	"Code of Practice on Human Resource Management" (September 2000)
1.5	"Compliance Guide for Employers and HRM Practitioners" (June 2001)
1.6	"Information Leaflet -- Frequently Asked Questions About Recruitment Advertisements" (May 2014)
1.7	"Code of Practice on the Identity Card Number and other Personal Identifiers" (December 1997)
1.8	"Code of Practice on the Identity Card Number and other Personal Identifiers" "A Compliance Guide for Data Users" (December 1997)
1.9	"Your Identity Card Number and Your Privacy" (June 1998)
2. Consultation Document / Report	
2.1	Personal Data (Privacy) Ordinance Data User Return Scheme Consultation Document (24 April 2013)
2.2	Proposed Revisions to the Code of Practice on Consumer Credit Data - Report on Public Consultations held in 2007 and 2011 (21 March 2011)

List of Information	
2.3	Proposed Revisions to the Code of Practice on Consumer Credit Data - The Sharing of Mortgage Data for Credit Assessment - Consultation Document (5 January 2011)
2.4	Proposed Amendments to Code of Practice on Consumer Credit Data: Consultation Paper (22 May 2007)
2.5	Report on the Public Consultation in relation to the Draft Code of Practice on Monitoring and Personal Data Privacy at Work (18 December 2003)
2.6	Report on the Public Consultation in relation to The Sharing of Positive Credit Data: Proposed Provisions on Consumer Credit Data Protection (23 January 2003)
2.7	Consultation Document - The Sharing of Positive Credit Data - Proposed Provisions on Consumer Credit Data Protection (28 August 2002)
2.8	Draft Code of Practice on Monitoring and Personal Data Privacy at Work (8 March 2002)
3. Guidance Note & Fact Sheet	
3.1	Fact Sheet -- Transfer of Personal Data Outside Hong Kong : Some Common Questions (April 1997)
3.2	Fact Sheet -- Human Resources Management : Some Common Questions (May 1997)
3.3	Personal Data Privacy : Guidance for Mobile Service Operators (August 2000)
3.4	Guidance on Electioneering Activities (October 2011)
3.5	Personal Data Privacy : Guidance on Property Management Practices (August 2011)
3.6	Personal Data Privacy : Guidance on Collection of Fingerprint Data (May 2012)
3.7	Guidance on Data Breach Handling and the Giving of Breach Notifications (June 2010)
3.8	Guidance on CCTV Surveillance Practices (July 2010)
3.9	Guidance on the Use of Portable Storage Devices (September 2011)

List of Information	
3.10	Proper Handling of Data Access Request and Charging of Data Access Request Fee by Data Users (June 2012)
3.11	Guidance on the Proper Handling of Customers' Personal Data for the Insurance Industry (November 2012)
3.12	Guidance on the Proper Handling of Data Correction Request by Data Users (December 2012)
3.13	New Guidance on Direct Marketing (January 2013)
3.14	Guidance on Preparing Personal Information Collection Statement and Privacy Policy Statement (July 2013)
3.15	Guidance on Use of Personal Data Obtained from the Public Domain (August 2013)
3.16	Privacy Management Programme: A Best Practice Guide (February 2014)
3.17	Guidance for Data Users on the Collection and Use of Personal Data through the Internet (April 2014)
3.18	Guidance on Personal Data Erasure and Anonymisation (April 2014)
4. Leaflet & Form	
4.1	Booklet: About the Office of the Privacy Commissioner for Personal Data (March 2010)
4.2	Information Leaflet: Exercising Your Right of Consent to and Opt-out from Direct Marketing Activities under the Personal Data (Privacy) Ordinance (January 2013)
4.3	A Guide for Data Users -- No. 2 -- Compliance with Data Access and Correction Requests (January 1997)
4.4	Leaflet: Personal Data is Essential - Protect Your Privacy - Job Seeking (November 2009)
4.5	Leaflet: Exercising Your Data Access Rights Under the Personal Data (Privacy) Ordinance (September 2011)
4.6	Data Access Request Form (OPS003) (September 2012)
4.7	Matching Procedure: Some Common Questions (October 2012)

List of Information	
4.8	Matching Procedure Consent Application Form (OPS 002) (October 2012)
4.9	Complaint Form (OPS 001) (December 2012)
4.10	Data Breach Notification Form (June 2010)
4.11	Leaflet: Personal Data is Essential Protect your Privacy (in Chinese Only) (January 2005)
4.12	Leaflet: Care for Patients - Protect Their Personal Data (May 2009)
4.13	Information Leaflet: Privacy Impact Assessments (July 2010)
4.14	Leaflet: Personal Data is Essential Protect your Privacy - For Senior Citizens (May 2010)
4.15	Information Leaflet: An Overview of the Major Provisions of the Personal Data (Privacy) (Amendment) Ordinance (September 2012)
4.16	Information Leaflet: Outsourcing the Processing of Personal Data to Data Processors (September 2012)
4.17	Information Leaflet: Offence for disclosing personal data obtained without consent from the data user (September 2012)
4.18	Leaflet: Protect Privacy through by Trendy Use of Internet and Smartphones (in Chinese Only) (May 2011)
4.19	Information Leaflet: Cloud Computing (November 2012)
4.20	Information Leaflet: Personal data privacy protection: what mobile apps developers and their clients should know (November 2012)
4.21	Leaflet: Protect Privacy by Smart Use of Smartphones (November 2012)
4.22	Information Leaflet: Legal assistance for civil claims under the Personal Data (Privacy) Ordinance (January 2013)
4.23	Leaflet: Protecting Online Privacy – Be Smart on Social Networks (April 2013)
4.24	Booklet: Have My Say on Personal Data Privacy (March 2014)
4.25	Information Leaflet: Online Behavioural Tracking (April 2014)

List of Information	
4.26	Information Leaflet: Privacy Implications for Organisational Use of Social Networks (Apr 2014)
4.27	Leaflet: Protecting Privacy – Using Computers and the Internet Wisely (Apr 2014)
4.28	Information Leaflet: Understanding the Code of Practice on Human Resource Management - Frequently Asked Questions About Recruitment Advertisements (May 2014)
5. Annual Report	
5.1	2012-2013
5.2	2011-2012
5.3	2010-2011
5.4	2009-2010
5.5	The Work Report of the Privacy Commissioner, Roderick B Woo
5.6	2008-2009
5.7	2007-2008
5.8	2006-2007
5.9	2005-2006
5.10	2004-2005
5.11	2003-2004
5.12	2002-2003
5.13	2001-2002
5.14	2000-2001
5.15	1999-2000
6. Opinion Survey	
6.1	Study Report on the Privacy Policy Transparency ("Internet Privacy Sweep") of Smartphone Applications (August 2013)
6.2	Report on Privacy Awareness Survey on Facebook Users (March 2013)

List of Information	
6.3	Report on Privacy Awareness Survey on Smartphones and Smartphone Apps (October 2012)
6.4	Opinion Survey: Senior Citizens' Attitudes and Perceptions towards Personal Data Privacy (in Chinese Only) (May 2010)
6.5	Opinion Survey: Attitudes of Young People towards Disclosure of Personal Data on the Internet (August 2007)
6.6	2005 Survey of Youth Attitudes and Perceptions towards Personal Data Privacy (November 2005)
6.7	Survey on Monitoring and Personal Data Privacy in the Workplace (September 2004)
6.8	2004 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (April 2004)
6.9	A Survey on Whether Young People Value Privacy (September 2002)
6.10	2002 Opinion Survey - Community Perceptions Towards Surveillance Cameras in Public Places (September 2002)
6.11	2001 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (April 2001)
6.12	2000 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (October 2000)
6.13	1999 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (March 1999)
6.14	1998 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (March 1998)
6.15	A Report on the Privacy Compliance Check Exercise on Hong Kong-based Web Sites (December 1999)
6.16	Findings of a Sample Survey of Web Sites in Hong Kong on Practices in Relation to the Collection of Personal Data (October 1998)
7. Investigation Report	
7.1	Unfair collection of personal data by the use of “blind” recruitment advertisement (Report Number: R14-6242; Date issued: 29 May 2014)

List of Information	
7.2	Collection of Excessive Personal Data from Membership Applicants by J.V. Fitness Limited (trading as California Fitness) (Report Number: R13–12828; Date issued: 5 December 2013)
7.3	Hong Kong Police Force's Repeated Loss of Documents Containing Personal Data (Report Number: R13–0407; Date issued: 24 October 2013)
7.4	The Hong Kong Police Force leaked internal documents containing personal data via Foxy (Report Number: R13–15218; Date issued: 24 October 2013)
7.5	The Hong Kong Police Force leaked internal documents containing personal data via Foxy (Report Number: R13–15218; Date issued: 24 October 2013)
7.6	Glorious Destiny Investments Limited and Brilliant United Investments Limited Publicly Disclosed Litigation and Bankruptcy Information Collected from the Public Domain to Their Customers via Smartphone Application "Do No Evil" (Report Number: R13–9744; Date issued: 13 August 2013)
7.7	Transfer of Personal Data Collected Unfairly from the Public by HK Preventive Association Limited to AEGON Direct Marketing Services Insurance Broker (HK) Limited for Use in Direct Marketing (Report Number: R13–1138; Date issued: 9 April 2013)
7.8	The Collection and Use of Personal Data of Members Under the MoneyBack Program run by A.S. Watson Group (HK) Limited through "Watsons" (Report Number: R12–3890; Date issued: 11 October 2012)
7.9	The Collection and Use of Personal Data of Members Under the MoneyBack Program run by A.S. Watson Group (HK) Limited through "PARKnSHOP" (Report Number: R12–3888; Date issued: 11 October 2012)
7.10	The Collection and Use of Personal Data of Members Under the Fun Fun Card Program run by The China Resources Vanguard (Hong Kong) Company Limited (Report Number: R12–0080; Date issued: 11 October 2012)
7.11	The Collection and Use of Personal Data of Members Under the Mann Card Program run by The Dairy Farm Company Limited (Report Number: R12–0079; Date issued: 11 October 2012)

List of Information	
7.12	Unfair Collection of Two Artistes' Personal Data by FACE Magazine Limited (Report Number: R12-9164; Date issued: 28 March 2012)
7.13	Unfair Collection of an Artiste's Personal Data by Sudden Weekly Limited (Report Number: R12-9159; Date issued: 28 March 2012)
7.14	Collection of Employees' Personal Data by Covert Recording Device by Hong Yip Service Company Limited (Report Number: R12-4839; Date issued: 14 February 2012)
7.15	Collection of Vehicle Owners' Personal Data from Register of Vehicles for Direct Marketing by Imperial Parking (HK) Limited (Report Number: R12-3428; Date issued: 14 February 2012)
7.16	Transfer of Customers' Personal Data by CITIC Bank International Limited to unconnected third parties for direct marketing purposes (Report Number: R11-1745; Date issued: 15 December 2011)
7.17	Prolonged Retention of Customers' Bankruptcy Data by Hang Seng Bank Limited (Report Number: R11-6121; Date issued: 15 December 2011)
7.18	Collection of Data from Savings Account Applicants by Hang Seng Bank Limited (Report Number: R11-8371; Date issued: 15 December 2011)
7.19	Inland Revenue Department Failed to Take All Reasonably Practicable Steps to Ensure the Accuracy of a Taxpayer's Address (Report Number: R11-11778; Date issued: 20 June 2011)
7.20	Collection and Use of Customers' Personal Data by Industrial and Commercial Bank of China (Asia) Limited in Direct Marketing (Report Number: R11-7946; Date issued: 20 June 2011)
7.21	Transfer of Customers' Personal Data by Wing Hang Bank, Limited to a Third Party Insurance Company for Direct Marketing (Report Number: R11-2853; Date issued: 20 June 2011)
7.22	Transfer of Customers' Personal Data Collected from On-street Promotional Activities by Citibank (Hong Kong) Limited to a Third Party Insurance Company (Report Number: R11-1982; Date issued: 20 June 2011)

List of Information	
7.23	Transfer of Customers' Personal Data by Fubon Bank (Hong Kong) Limited to an Insurance Company without Customers' Consent (Report Number: R11-1696; Date issued: 20 June 2011)
7.24	A Telecommunications Company Authorized Another Company to Make Direct Marketing Calls (Report Number: R10-4422; Date issued: 17 November 2010)
7.25	The Collection and Use of Personal Data of Members under the Octopus Rewards Programme run by Octopus Rewards Limited (Report Number: R10-9866; Date issued: 18 October 2010)
7.26	Transfer of Personal Data of Customers by Beauty Centre without Customers' Consent (Report Number: R10-13416; Date issued: 30 July 2010)
7.27	Bank Imposing Fee at a Flat Rate for Complying with a Data Access Request (Report Number: R10-5528; Date issued: 24 February 2010)
7.28	Debt Collection Agency authorized by a Finance Company Disclosed Personal Data of Debtor's Family Members During Debt Recovery (Report Number: R10-11568; Date issued: 24 February 2010)
7.29	Food Company Collecting Participants' Personal Data in Lucky Draw Activity (Report Number: R09-3658; Date issued: 7 August 2009)
7.30	Tutorial Centre Using a Student's Results Notice for Promotion without the Student's Consent (Report Number: R09-2902; Date issued: 3 August 2009)
7.31	Employer Collecting Employees' Fingerprint Data for Attendance Purpose (Report Number: R09-7884; Date issued: 13 July 2009)
7.32	University refusing to comply with data access request in relation to examination marking (Report Number: R08-10578; Date issued: 19 January 2009)
7.33	Loss of Patient's Personal Data by United Christian Hospital (Report Number: R08-1935; Date issued: 24 December 2008)
7.34	Collection of Personal Data by Credit Provider for Business Promotion Report Number: R07-6168; Date issued: 21 September 2007)

List of Information	
7.35	The Disclosure of Email Subscriber's Personal Data by Email Service Provider to PRC Law Enforcement Agency (Report Number: R07-3619; Date issued: 14 March 2007) Glossary and Annexures
7.36	Must Take Security Measures to Protect Personal Data when Engaging Outsourced Contractor (Report Number: R06-2599; Date issued: 26 October 2006) Annex A
7.37	The practice of collection of employees' personal data by pinhole cameras without proper justification is excessive and unfair in the circumstances of the case (Report Number: R05-7230; Date issued: 8 December 2005)
7.38	Unfair collection and disclosure of personal data (Report Number: R97-1948; Date issued: 13 October 1997)
8. Inspection Report	
8.1	Report on the Inspection of the Personal Data System of the Student Financial Assistance Agency (Report Number: R14-3771; Date issued: 23 January 2014)
8.2	Report on the Inspection of the Personal Data System of the MTR's CCTV System (Report Number: R13-2768; Date issued: 9 April 2013)
8.3	Report on the Inspection of the Personal Data System of The Trial Scheme on School Drug Testing in Tai Po District (Report Number: R12-5825; Date issued: 26 July 2012)
8.4	Report on the Inspection of the Personal Data System of TransUnion Limited (Report Number: R11-3803; Date issued: 15 March 2011)
8.5	Report on the Inspection of the Hospital Authority's Patients' Data System (Report Number: R08-4232; Date issued: 22 July 2008)
9. Information Book	
9.1	Recommended Procedures for IT Practitioners on Personal Data Handling (October 2006)
9.2	Proper Handling of Customers' Personal Data by Estate Agents (May 2009)

List of Information	
9.3	How Insurance Practitioners Can Protect Their Customers' Personal Data (October 2011)
10. Others	
10.1	Posters
10.2	Infographic: "It is Your Choice to Accept Direct Marketing. You Can Opt Out Anytime" (April 2013)

(As at June 2014)

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List of Information Published or Made Available to the Public at Cost

List of Information		Cost
1. Code of Practice / Guideline & Explanatory Booklet		
1.1	Code of Practice on Consumer Credit Data (January 2013)	HK\$50
2 Information Book		
2.1	Data Protection Principles in the Personal Data (Privacy) Ordinance - from the Privacy Commissioner's perspective (July 2010)	HK\$200
3. Others		
3.1	VCD: "Personal Data Privacy and You"	HK\$100

(As at June 2014)