

# 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)

| <b>List of Information</b>                                       |  |
|--|--|
| <b>1. Code of Practice / Guideline &amp; Explanatory Booklet</b> |  |
| 1.1  | "Privacy Guidelines: Monitoring and Personal Data Privacy at Work"   |
| 1.2  | "Monitoring and Personal Data Privacy at Work: Points to Note for Employers of Domestic Helpers"   |
| 1.3  | Fact Sheet - "Code of Practice on Consumer Credit Data: How Does It Affect You?"   |
| 1.4  | "Code of Practice on Human Resource Management"  |
| 1.5  | "Compliance Guide for Employers and HRM Practitioners"   |
| 1.6  | "Fact Sheet -- Frequently Asked Questions About Recruitment Advertisements"  |
| 1.7  | "Code of Practice on the Identity Card Number and other Personal Identifiers"  |
| 1.8  | "Code of Practice on the Identity Card Number and other Personal Identifiers" "A Compliance Guide for Data Users"  |
| 1.9  | "Your Identity Card Number and Your Privacy"   |
| <b>2. Consultation Document / Report</b>                         |  |
| 2.1  | Proposed Amendments to Code of Practice on Consumer Credit Data: Consultation Paper (issued on 22 May 2007)  |
| 2.2  | Report on the Public Consultation in relation to the Draft Code of Practice on Monitoring and Personal Data Privacy at Work (issued on 18 December 2003)                 |
| 2.3  | Report on the Public Consultation in relation to The Sharing of Positive Credit Data: Proposed Provisions on Consumer Credit Data Protection (issued on 23 January 2003) |
| 2.4  | Consultation Document - The Sharing of Positive Credit Data - Proposed Provisions on Consumer Credit Data Protection (issued on  |

| <b>List of Information</b>               |   |
|--|---|
|  | <a href="#">28 August 2002)</a>   |
| 2.5                                      | <a href="#">Draft Code of Practice on Monitoring and Personal Data Privacy at Work (issued on 8 March 2002)</a> |
| <b>3. Guidance Note &amp; Fact Sheet</b> |   |
| 3.1                                      | <a href="#">Fact Sheet -- Transfer of Personal Data Outside Hong Kong : Some Common Questions</a>               |
| 3.2                                      | <a href="#">Fact Sheet -- Human Resources Management : Some Common Questions</a>                                |
| 3.3                                      | <a href="#">Fact Sheet -- Frequently Asked Questions About Recruitment Advertisements</a>                       |
| 3.4                                      | <a href="#">Fact Sheet -- Personal Data Privacy : Guidelines on Cold-Calling</a>                                |
| 3.5                                      | <a href="#">Personal Data Privacy : Guidance for Mobile Service Operators</a>                                   |
| 3.6                                      | <a href="#">Guidance on Electioneering Activities (Revised on April 2010)</a>                                   |
| 3.7                                      | <a href="#">Guidance on Cross-Marketing Activities (Revised on July 2009)</a>                                   |
| 3.8                                      | <a href="#">Personal Data Privacy : Guidance on Property Management Practices</a>                               |
| 3.9                                      | <a href="#">Personal Data Privacy : Guidance on Collection of Fingerprint Data</a>                              |
| 3.10                                     | <a href="#">Guidance on Data Breach Handling and the Giving of Breach Notifications</a>                         |
| 3.11                                     | <a href="#">Guidance on CCTV Surveillance Practices</a>   |
| <b>4. Leaflet &amp; Form</b>             |   |
| 4.1                                      | <a href="#">About the Office of the Privacy Commissioner for Personal Data</a>                                  |
| 4.2                                      | <a href="#">A Guide for Data Users -- No. 2 -- Compliance with Data Access and Correction Requests</a>          |
| 4.3                                      | <a href="#">Personal Data is Essential - Protect Your Privacy - Job Seeking</a>                                 |
| 4.4                                      | <a href="#">Exercising Your Data Access Rights Under the Personal Data (Privacy) Ordinance</a>                  |
| 4.5                                      | <a href="#">Data Access Request Form (OPS003)</a>   |
| 4.6                                      | <a href="#">Matching Procedure: Some Common Questions</a>   |

| <b>List of Information</b> |  |
|----------------------------|--|
| 4.7                        | Matching Procedure Consent Application Form (OPS 002)  |
| 4.8                        | Complaint Form (OPS 001)   |
| 4.9                        | Data Breach Notification Form  |
| 4.10                       | Protect your personal data while engaging in IT related activities                                   |
| 4.11                       | Personal Data Privacy and the Internet -- A Guide for Data Users                                     |
| 4.12                       | Internet Surfing with Privacy in Mind -- A Guide for Individual Net Users                            |
| 4.13                       | Preparing On-line Personal Information Collection Statements and Privacy Policy Statements           |
| 4.14                       | Care for Patients - Protect Their Personal Data  |
| 4.15                       | Information Leaflet: Privacy Impact Assessments  |
| <b>5. Annual Report</b>    |  |
| 5.1                        | 2009-2010  |
| 5.2                        | 2008-2009  |
| 5.3                        | 2007-2008  |
| 5.4                        | 2006-2007  |
| <b>6. Opinion Survey</b>   |  |
| 6.1                        | Opinion Survey: Attitudes of Young People towards Disclosure of Personal Data on the Internet        |
| 6.2                        | 2005 Survey of Youth Attitudes and Perceptions towards Personal Data Privacy                         |
| 6.3                        | Survey on Monitoring and Personal Data Privacy in the Workplace                                      |
| 6.4                        | 2004 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings |
| 6.5                        | A Survey on Whether Young People Value Privacy   |
| 6.6                        | 2002 Opinion Survey - Community Perceptions Towards Surveillance Cameras in Public Places            |
| 6.7                        | 2001 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes                                   |

| <b>List of Information</b>     |   |
|--------------------------------|---|
|                                | and Implementation - Key Findings   |
| 6.8                            | 2000 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings  |
| 6.9                            | A Report on the Privacy Compliance Check Exercise on Hong Kong-based Web Sites  |
| 6.10                           | Findings of a Sample Survey of Web Sites in Hong Kong on Practices in Relation to the Collection of Personal Data   |
| <b>7. Investigation Report</b> |   |
| 7.1                            | Bank Imposing Fee at a Flat Rate for Complying with a Data Access Request<br>(Report Number: R10-5528; Date issued: 24 February 2010)   |
| 7.2                            | Debt Collection Agency authorized by a Finance Company Disclosed Personal Data of Debtor's Family Members During Debt Recovery<br>(Report Number: R10-11568; Date issued: 24 February 2010)   |
| 7.3                            | Food Company Collecting Participants' Personal Data in Lucky Draw Activity<br>(Report Number: R09-3658; Date issued: 7 August 2009)   |
| 7.4                            | Tutorial Centre Using a Student's Results Notice for Promotion without the Student's Consent<br>(Report Number: R09-2902; Date issued: 3 August 2009)   |
| 7.5                            | Employer Collecting Employees' Fingerprint Data for Attendance Purpose<br>(Report Number: R09-7884; Date issued: 13 July 2009)  |
| 7.6                            | University refusing to comply with data access request in relation to examination marking<br>(Report Number: R08-10578; Date issued: 19 January 2009)   |
| 7.7                            | Loss of Patient's Personal Data by United Christian Hospital<br>(Report Number: R08-1935; Date issued: 24 December 2008)  |
| 7.8                            | Collection of Personal Data by Credit Provider for Business Promotion<br>Report Number: R07-6168; Date issued: 21 September 2007)   |
| 7.9                            | The Disclosure of Email Subscriber's Personal Data by Email Service Provider to PRC Law Enforcement Agency<br>(Report Number: R07-3619; Date issued: 14 March 2007)<br>Glossary and Annexures |

| <b>List of Information</b>  |  |
|-----------------------------|--|
| 7.10                        | <a href="#">Must Take Security Measures to Protect Personal Data when Engaging Outsourced Contractor</a><br>(Report Number: R06-2599; Date issued: 26 October 2006)<br>Annex A   |
| 7.11                        | <a href="#">The practice of collection of employees' personal data by pinhole cameras without proper justification is excessive and unfair in the circumstances of the case</a><br>(Report Number: R05-7230; Date issued: 8 December 2005) |
| 7.12                        | <a href="#">Unfair collection and disclosure of personal data</a><br>(Report Number: R97-1948; Date issued: 13 October 1997)   |
| <b>8. Inspection Report</b> |  |
| 8.1                         | <a href="#">Report on the Inspection of the Hospital Authority's Patients' Data System</a><br>(Report Number: R08-4232; Date issued: 22 July 2008)   |
| <b>9. Information Book</b>  |  |
| 9.1                         | <a href="#">Recommended Procedures for IT Practitioners on Personal Data Handling</a>  |
| 9.2                         | <a href="#">E-Privacy - A Policy Approach to Building Trust and Confidence in E-Business</a>   |
| 9.3                         | <a href="#">Proper Handling of Customers' Personal Data by Estate Agents</a>   |
| <b>10. Other</b>            |  |
| 10.1                        | <a href="#">Posters</a>  |
| 10.2                        | <a href="#">"Self-Assessment Form for Evaluating Compliance with the Personal Data (Privacy) Ordinance"(Privacy.SAFE): On-line Version</a>   |
| 10.3                        | <a href="#">Video: "Get to Know Your Privacy Rights in Relation to Personal Data"</a>  |

*(As at August 2010)*

## Office of the Privacy Commissioner for Personal Data, Hong Kong

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

| List of Information  |   | Cost            |
|--|---|-----------------|
| <b>1. Annual Report</b>  |   |                 |
| 1.1  | 2005 – 2006   | HK\$90          |
| 1.2  | 2004 – 2005   | HK\$90          |
| 1.3  | 2003 – 2004   | HK\$90          |
| 1.4  | 2002 – 2003   | HK\$90          |
| 1.5  | 2001 – 2002   | HK\$110         |
| <b>2. Code of Practice / Guideline &amp; Explanatory Booklet</b> |   |                 |
| 2.1  | PCPD Ordinance  | HK\$46          |
| 2.2  | "Code of Practice on Consumer Credit Data" (Revised on June 2003)   | HK\$50          |
| <b>3. Opinion Survey</b>   |   |                 |
| 3.1  | 1999 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings                                      | HK\$60          |
| 3.2  | 1998 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings                                      | HK\$60          |
| <b>4. Information Book</b>                                       |   |                 |
| 4.1  | Data Protection Principles in the Personal Data (Privacy) Ordinance - from the Privacy Commissioner's perspective (Revised Edition, 2010) | HK\$200         |
| <b>5. Other</b>  |   |                 |
| 5.1  | "Self-Assessment Form for Evaluating Compliance with the Personal Data (Privacy) Ordinance"(Privacy.SAFE) - Order Form                    | HK\$150<br>/set |
| 5.2  | VCD/VHS : "Personal Data Privacy and You"   | HK\$100         |

*(As at August 2010)*