

“Personal Data is Essential Protect your Privacy” – For Senior Citizens

Wallet

- √ Always check your wallet to ensure that important documents or bank cards are secure
- √ Keep important telephone numbers. In case a document is lost, you can report the loss immediately

Mail Box

- √ Keep the mail box locked to avoid letterbox burglary
- √ If you have not enough time to change your address when you move house, you can apply for the redirection of mail service to redirect letters to your new address

Rubbish Bin

- √ Shred all documents containing personal data (e.g. bank statements, water bills, electricity bills) before disposal. Do not dispose of them recklessly (e.g. wrapping food waste)

Online

- √ Do not easily provide personal data to websites for free gifts or privileges
- √ Do not disclose the personal data or whereabouts of your family members or yourself sloppily in social networking websites

- √ Be careful when logging on your personal account in public areas and remember to log out after use
- √ Never reply any email requesting for personal data

Telephone

- √ Do not disclose personal data to strange callers
- √ If you have doubts about the caller's identity, you should hang up and then call the relevant organization to verify

Passwords

- √ It is better to remember the passwords. If you have to write down the passwords, keep the passwords and the related cards separately to prevent both items from being picked up by others in case of loss
- √ Use a password that is hard to guess (e.g. avoid using birth dates or ID card numbers as passwords)
- √ Change your passwords regularly
- √ Do not disclose your passwords to others easily

ID Card Numbers or Bank Account Data

- √ Do not provide ID card numbers or ID card copies to strangers
- √ Check your bank account balance and transaction records regularly. If there is any error or doubt, contact the bank immediately

- √ Hide your PIN carefully when entering it in an ATM machine. After withdrawing money, remember to take back your ATM card and the notification slip

Enquiry Hotline: 2827 2827
Fax: 2877 7026
Address: 12/F, 248 Queen's Road East, Wanchai, Hong Kong
Website: www.pcpd.org.hk
Email: enquiry@pcpd.org.hk

Office of the Privacy Commissioner for Personal Data
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