

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. Codes of Practice / Guideline & Other Related Explanatory Documents	
1.1	Privacy Guidelines: Monitoring and Personal Data Privacy at Work (April 2016)
1.2	Monitoring and Personal Data Privacy at Work: Points to Note for Employers of Domestic Helpers (October 2015)
1.3	Understanding the Code of Practice on Consumer Credit Data – Frequently Asked Questions On the Sharing of Mortgage Data for Credit Assessment Purpose (October 2015)
1.4	Code of Practice on Human Resource Management (April 2016)
1.5	Code of Practice on Human Resource Management – Compliance Guide for Employers and HRM Practitioners (April 2016)
1.6	Human Resources Management : Some Common Questions (April 2016)
1.7	Code of Practice on the Identity Card Number and Other Personal Identifiers (April 2016)
1.8	Code of Practice on the Identity Card Number and other Personal Identifiers – A Compliance Guide for Data Users (July 2016)
1.9	Your Identity Card Number and Your Privacy (July 2016)
2. Consultation Documents / Reports	
2.1	Personal Data (Privacy) Ordinance Data User Return Scheme Consultation Document (7 July 2011)
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)
2.3	Proposed Revisions to the Code of Practice on Consumer Credit Data - The Sharing of Mortgage Data for Credit Assessment - Consultation

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	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 Notes	
3.1	Guidance on Property Management Practices (August 2016)
3.2	Guidance on the Proper Handling of Customers' Personal Data for the Beauty Industry (June 2016)
3.3	Proper Handling of Data Access Request and Charging of Data Access Request Fee by Data Users (June 2016)
3.4	Collection and Use of Personal Data through the Internet – Points to Note for Data Users Targeting at Children (December 2015)
3.5	Best Practice Guide for Mobile App Development (October 2015)
3.6	Guidance on Data Breach Handling and the Giving of Breach Notifications (October 2015)
3.7	Guidance on Electioneering Activities (August 2015)
3.8	Guidance on Collection and Use of Biometric Data (July 2015)
3.9	Guidance on CCTV Surveillance and Use of Drones (March 2015)
3.10	Guidance on Personal Data Protection in Cross-border Data Transfer (December 2014)
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3.12	Guidance on the Use of Portable Storage Devices (July 2014)
3.13	Guidance on Personal Data Erasure and Anonymisation (April 2014)
3.14	Guidance for Data Users on the Collection and Use of Personal Data through the Internet (April 2014)
3.15	Privacy Management Programme: A Best Practice Guide (February 2014)
3.16	Guidance on Use of Personal Data Obtained from the Public Domain (August 2013)
3.17	Guidance on Preparing Personal Information Collection Statement and Privacy Policy Statement (July 2013)
3.18	New Guidance on Direct Marketing (January 2013)
3.19	Guidance on the Proper Handling of Data Correction Request by Data Users (December 2012)
3.20	Guidance on the Proper Handling of Customers' Personal Data for the Insurance Industry (November 2012)
3.21	Proper Handling of Data Access Request and Charging of Data Access Request Fee by Data Users (June 2012)
3.22	Guidance on Property Management Practices (August 2011)
3.23	Personal Data Privacy : Guidance for Mobile Service Operators (August 2000)
4. Information Leaflets	
4.1	Bring Your Own Device (BYOD) (August 2016)
4.2	Code of Practice on the Identity Card Number and other Personal Identifiers: Compliance Guide for Data Users (July 2016)
4.3	Compliance Guide for Employers and Human Resource Management Practitioners (April 2016)
4.4	Human Resources Management : Some Common Questions (April 2016)
4.5	Personal Data (Privacy) Ordinance and Electronic Health Record Sharing System (Points to Note for Healthcare Providers and Healthcare Professionals) (February 2016)

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4.6	Privacy Impact Assessments (October 2015)
4.7	Matching Procedure : Some Common Questions (October 2015)
4.8	Cloud Computing (July 2015)
4.9	Understanding the Code of Practice on Human Resource Management - Frequently Asked Questions About Recruitment Advertisements (November 2014)
4.10	Privacy Implications for Organisational Use of Social Networks (April 2014)
4.11	Online Behavioural Tracking (April 2014)
4.12	Personal Data Privacy Protection: What Mobile Apps Developers and their Clients Should Know (November 2012)
4.13	Outsourcing the Processing of Personal Data to Data Processors (September 2012)
4.14	Offence for Disclosing Personal Data Obtained without Consent from the Data User (September 2012)
4.15	An Overview of the Major Provisions of the Personal Data (Privacy) (Amendment) Ordinance (September 2012)
4.16	Care for Patients – Protect Their Personal Data (May 2009)
4.17	A Guide for Data Users – No. 2 – Compliance with Data Access and Correction Requests (January 1997)
5. Leaflets/ Booklets	
5.1	Your Identity Card Number and Your Privacy (July 2016)
5.2	Exercising Your Data Access Rights Under the Personal Data (Privacy) Ordinance (Frequently Asked Questions and Answers) (June 2016)
5.3	Electronic Health Record Sharing System and Your Personal Data Privacy (10 Privacy Protection Tips) (February 2016)
5.4	Children Online Privacy - Practical Tips for Parents and Teachers (December 2015)
5.5	Protecting Online Privacy – Be Smart on Social Networks (October 2015)

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5.6	Exercising Your Right of Consent to and Opt-out from Direct Marketing Activities under the Personal Data (Privacy) Ordinance (September 2015)
5.7	About the Office of the Privacy Commissioner for Personal Data, Hong Kong (September 2015)
5.8	Personal Data is Essential – Protect Your Privacy – Job Seeking (August 2015)
5.9	Protect Privacy by Smart Use of Smartphones (July 2015)
5.10	Cyber-bullying – What You Need to Know (October 2014)
5.11	Protecting Privacy – Using Computers and the Internet Wisely (April 2014)
5.12	Have My Say on Personal Data Privacy (March 2014)
5.13	Legal Assistance for Civil Claims under the Personal Data (Privacy) Ordinance (January 2013)
5.14	Exercising Your Data Access Rights Under the Personal Data (Privacy) Ordinance (September 2011)
5.15	Personal Data is Essential Protect your Privacy – For Senior Citizens (May 2010)
5.16	個人資料好重要 保障私隱不可少 (January 2005) (Chinese version only)
5.17	兒童手冊：保護私隱尊重別人 (March 2004) (Chinese version only)
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6.1	OPS001 - Complaint Form (July 2016)
6.2	OPS002 - Matching Procedure Request Form (October 2012)
6.3	OPS003 - Data Access Request Form (September 2012)
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6.5	Application Form for Legal Assistance (August 2015)
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9. Surveys/ Study Reports	
9.1	2015 Study Report on Online Collection of Children's Personal Data (December 2015)
9.2	Survey of Public Registers Maintained by Government and Public Bodies (July 2015); and Executive Summary
9.3	Baseline Survey of Public Attitudes on Privacy and Data Protection 2014 (July 2015)
9.4	Executive Summary: Research Study on Child Privacy (May 2015)
9.5	2014 Study Report on the Privacy Policy Transparency ("2014 Sweep Initiative") of Smartphone Applications (December 2014)
9.6	Survey on Person-to-person Direct Marketing Calls (August 2014)
9.7	Study Report on the Privacy Policy Transparency ("Internet Privacy Sweep") of Smartphone Applications (August 2013)
9.8	Report on Privacy Awareness Survey on Facebook Users (March 2013)
9.9	Report on Privacy Awareness Survey on Smartphones and Smartphone Apps (October 2012)
9.10	Opinion Survey: Attitudes of Young People towards Disclosure of Personal Data on the Internet (August 2007)
9.11	2005 Survey of Youth Attitudes and Perceptions towards Personal Data Privacy (November 2005)
9.12	Survey on Monitoring and Personal Data Privacy in the Workplace (September 2004)
9.13	2004 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (April 2004)
9.14	A Survey on Whether Young People Value Privacy (September 2002)
9.15	2002 Opinion Survey - Community Perceptions Towards Surveillance Cameras in Public Places (September 2002)
9.16	2001 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes

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	and Implementation - Key Findings (April 2001)
9.17	2000 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (October 2000)
9.18	1999 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (March 1999)
9.19	1998 Opinion Survey - Personal Data (Privacy) Ordinance: Attitudes and Implementation - Key Findings (March 1998)
9.20	A Report on the Privacy Compliance Check Exercise on Hong Kong-based Web Sites (December 1999)
9.21	Findings of a Sample Survey of Web Sites in Hong Kong on Practices in Relation to the Collection of Personal Data (October 1998)
10. Investigation Reports	
10.1	Collection of Fingerprint Data by Queenix (Asia) Limited (Report Number: R15-2308; Date issued: 21 July 2015)
10.2	Unfair collection of personal data by the use of "blind" recruitment advertisements (Report Number: R15-8107; Date issued: 21 July 2015)
10.3	HKA Holidays Limited Leaked Customers' Personal Data through the Mobile Application "TravelBud" (Report Number: R14-6453; Date issued: 15 December 2014)
10.4	Excessive Collection of Personal Data through the Mobile App 「縱橫遊」and the Membership Programme 「Worldwide Touring 翱翔天地」 by Package Tours (Hong Kong) Limited and Worldwide Package Travel Service Limited (Report Number: R14-9945; Date issued: 15 December 2014)
10.5	Excessive Online collection of private tutors' personal data by tutorial service agency websites (Report Number: R14-19675; Date issued: 20 November 2014)
10.6	Excessive Collection and Online Disclosure of Personal Data by Employment Agencies Placing Foreign Domestic Helpers (Report Number: R14-1382; Date issued: 20 November 2014)
10.7	Unfair collection of personal data by the use of "blind" recruitment advertisement (Report Number: R14-6242; Date issued: 29 May 2014)

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10.8	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)
10.9	Hong Kong Police Force's Repeated Loss of Documents Containing Personal Data (Report Number: R13-0407; Date issued: 24 October 2013)
10.10	The Hong Kong Police Force leaked internal documents containing personal data via Foxy (Report Number: R13-15218; Date issued: 24 October 2013)
10.11	Hospital Authority's Breach of Data Security in Connection with Disposal of Patient Records (Report Number: R13-6740; Date issued: 24 October 2013)
10.12	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)
10.13	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)
10.14	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)
10.15	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)
10.16	The Collection and Use of Personal Data of Members Under the Fun Card Program Run by The China Resources Vanguard (Hong Kong) Company Limited (Report Number: R12-0080; Date issued: 11 October 2012)
10.17	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)
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10.19	Unfair Collection of an Artiste's Personal Data by Sudden Weekly Limited (Report Number: R12-9159; Date issued: 28 March 2012)
10.20	Collection of Employees' Personal Data by Covert Recording Device by Hong Yip Service Company Limited (Report Number: R12-4839; Date issued: 14 February 2012)
10.21	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)
10.22	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)
10.23	Prolonged Retention of Customers' Bankruptcy Data by Hang Seng Bank Limited (Report Number: R11-6121; Date issued: 15 December 2011)
10.24	Collection of Data from Savings Account Applicants by Hang Seng Bank Limited (Report Number: R11-8371; Date issued: 15 December 2011)
10.25	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)
10.26	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)
10.27	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)
10.28	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)
10.29	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)
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10.31	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)
10.32	Transfer of Personal Data of Customers by Beauty Centre without Customers' Consent (Report Number: R10-13416; Date issued: 30 July 2010)
10.33	Bank Imposing Fee at a Flat Rate for Complying with a Data Access Request (Report Number: R10-5528; Date issued: 24 February 2010)
10.34	Debt Collection Agency Authorised by a Finance Company Disclosed Personal Data of Debtor's Family Members During Debt Recovery (Report Number: R10-11568; Date issued: 24 February 2010)
10.35	Food Company Collecting Participants' Personal Data in Lucky Draw Activity (Report Number: R09-3658; Date issued: 7 August 2009)
10.36	Tutorial Centre Using a Student's Results Notice for Promotion without the Student's Consent (Report Number: R09-2902; Date issued: 3 August 2009)
10.37	Employer Collecting Employees' Fingerprint Data for Attendance Purpose (Report Number: R09-7884; Date issued: 13 July 2009)
10.38	University refusing to comply with data access request in relation to examination marking (Report Number: R08-10578; Date issued: 19 January 2009)
10.39	Loss of Patient's Personal Data by United Christian Hospital (Report Number: R08-1935; Date issued: 24 December 2008)
10.40	Collection of Personal Data by Credit Provider for Business Promotion (Report Number: R07-6168; Date issued: 21 September 2007)
10.41	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)
10.42	Must Take Security Measures to Protect Personal Data when Engaging Outsourced Contractor

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10.43	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)
10.44	Unfair collection and disclosure of personal data (Report Number: R97-1948; Date issued: 13 October 1997)
11. Inspection Reports	
11.1	Personal Data System of Hong Thai Travel Services Limited (Report Number: R16-1927; Date issued: 26 January 2016)
11.2	Personal Data System of the Labour Department in Providing Employment Services to Job Seekers (Report Number: R14-3849; Date issued: 20 November 2014)
11.3	Report on the Inspection of the Personal Data System of the Student Financial Assistance Agency (Report Number: R14-3771; Date issued: 23 January 2014)
11.4	Report on the Inspection of the Personal Data System of the MTR's CCTV System (Report Number: R13-2768; Date issued: 9 April 2013)
11.5	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)
11.6	Report on the Inspection of the Personal Data System of TransUnion Limited (Report Number: R11-3803; Date issued: 15 March 2011)
11.7	Report on the Inspection of the Hospital Authority's Patients' Data System (Report Number: R08-4232; Date issued: 22 July 2008)
12. Books	
12.1	A Practical Guide for IT Managers and Professionals on the Personal Data (Privacy) Ordinance (January 2012)
12.2	How Insurance Practitioners Can Protect Their Customers' Personal Data (October 2011)
12.3	Proper Handling of Customers' Personal Data by Estate Agents (May

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12.4	Recommended Procedures for IT Practitioners on Personal Data Handling (October 2006)
13. Posters & Infographics	
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13.2	Poster: Stay Smart. Mind Your Digital Footprint
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13.5	Poster: Protect Personal Data Cautiously Prevent Misuse in Direct Marketing
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13.7	Poster: Are You Ready for the New Regulatory Regime on Data Protection in Direct Marketing
13.8	Poster: 物業管理重私隱 出入平安人人讚 (Chinese version only)
13.9	Infographic: It is Your Choice to Accept or Refuse Direct Marketing. File a Complaint Against Failed Opt-Out Requests

(As at September 2016)

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
1. Codes of Practice / Guideline & Other Related Explanatory Documents	
1.1 Code of Practice on Consumer Credit Data (Revised in January 2013)	HK\$50
2 Information Books	
2.1 Personal Data (Privacy) Law in Hong Kong – A Practical Guide on Compliance (July 2016)	HK\$598
2.2 Data Protection Principles in the Personal Data (Privacy) Ordinance - from the Privacy Commissioner's Perspective (Revised in July 2010)	HK\$200
3. Others	
3.1 VCD: "Personal Data Privacy and You"	HK\$100

(As at September 2016)