Introduction to the Personal Data (Privacy)
Ordinance

















Six Data Protection Principles





Direct Marketing







1. Introduction to the Concept of Privacy and the PDPO



What is "Privacy"?

the right to be let alone, or freedom from interference or intrusion

https://iapp.org/about/what-is-privacy/

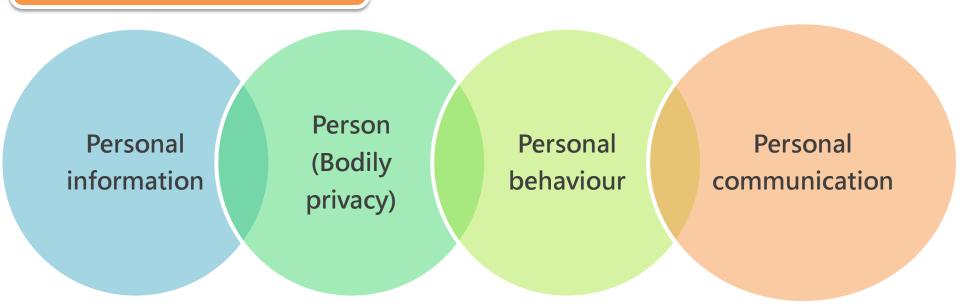
Privacy is a fundamental right, essential to autonomy and the protection of human dignity, serving as the foundation upon which many other human rights are built.

https://www.privacyinternational.org/explainer/56/what-privacy





Privacy covers...







Personal Data (Privacy) Ordinance (PDPO) (came into effect in 1996)

One of the earliest comprehensive data protection laws in Asia

OECD
Guidelines
1980

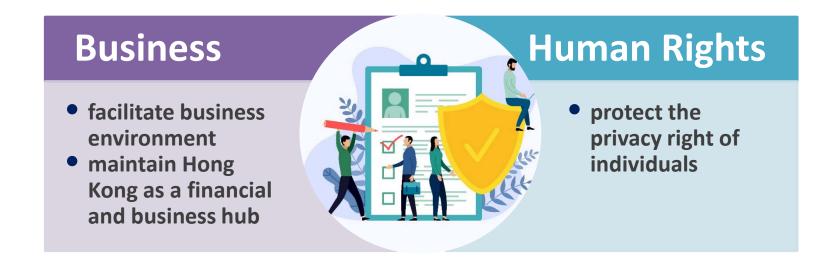
1995 EU
Data
Protection
Directive

PDPO
Adopt all OECD
Principles
except
Accountability





Legislative Intent





Personal Data (Privacy) Ordinance, Cap 486

Established an independent authority, the Office of the Privacy Commissioner for Personal Data (PCPD)

Covers both public (government) and private sectors

The Data Protection Principles outline how data users should collect, handle and use personal data

Complemented by other provisions imposing further compliance requirements



Characteristics of the PDPO

Principle based

Technology neutral

Not prohibitive, nor a straightjacket

Compatible with innovations





What is "Personal Data"?

(a) relating directly or indirectly to a living individual

(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and

(c) in a form in which "access to" or "processing of" the data is practicable





Examples of Personal Data





















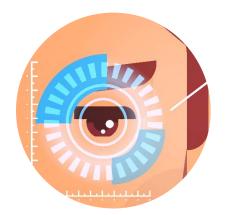
Applications of Biometric Data



Use of fingerprints for transaction authorisation



Use of facial recognition to unlock smartphones



Use of retina recognition system for entry monitoring



Use of voiceprints for identity verification in telephone banking





Is email address regarded as personal data?

- abc123@gmail.com
- [name]@[company's name].com





Who is the "Data Subject"?

 Data subject is a living individual who is the subject of the personal data concerned

 Under the PDPO, a person who passed away is not a data subject







Who is the "Data User"?

- A person, who, either alone or jointly or in common with other persons
- Controls the collection, holding, processing or use of the data
- Including government departments, public and private sector and individuals









1

Who is the "Data Processor"?

- Processes personal data on behalf of another person; and
- Does not process the data for any of his own purposes
- Data user is responsible for acts and practices of employees and agents











2. Six Data Protection Principles



Data Protection Principles ("DPPs")

- All data users must comply with the six DPPs
- The six DPPs cover every item of personal data in the whole data processing cycle from collection, retention, use destruction



保障資料原則 **Data Protection** Principles

PCPD.org.hk



收集目的及方式 Collection Purpose & Means



密料使用者须以合法和公平的方式,收集他人的假人资料, Personal data must be collected in a lawful and fair way, for a 其目的應直接與其戰能或活動有關

purpose directly related to a function/activity of the data user.

須以切實可行的方法告知資料書事人收集其個人資料的日 的,以及資料可能會被轉移給哪類人士。

All practicable steps shall be taken to notify the data subjects of the purpose of data collection, and the classes of persons to whom the data may be transferred.

收集的資料是有實際需要的,而不超乎適度。

Data collected should be necessary but not excessive.



準確性儲存及保留 Accuracy & Retention



資料使用者須雞保持有的個人資料準維無誤,資料的保留 Personal data is accurate and is not kept for a period longer than

is necessary to fulfill the purpose for which it is used.



使用 Use



個人資料只限用於收集時速明的目的或直接相關的目的。 除非得到資料當事人自顧和明確的同意。

Personal data is used for the purpose for which the data is collected or for a directly related purpose, unless voluntary and explicit consent is obtained from the data subject.



保安措施 Security



資料使用者須採取切實可行的步驟,保障個人資料不會未經 授權或意外地被查閱、處理、刪除、喪失或使用。

A data user needs to take practical steps to safeguard personal data from unauthorised or accidental access, processing,



透明度 Openness



交代 其特有的個人資料類別和用徐。

A data user must make known to the public its personal data policies and practices, types of personal data it holds and how the data is used.



查閱及更正 Data Access & Correction



資料當事人有權要求查閱其個人資料;若發現有關個人資 A data subject must be given access to his personal data and to 料不準確,有權要求更正。

make corrections where the data is inaccurate.



Office of the Privacy Commissioner for Personal Data, Hong Kong

The Eastweek case

Eastweek Publisher Limited & Another v
Privacy Commissioner for Personal Data (CACV 331/1999)

A complaint lodged with the PCPD in 1997



The complainant
was
photographed by
a magazine
without her
knowledge or
consent



The photograph published in the magazine accompanied by unflattering and critical comments on her dressing style







"Collection" of Personal Data – Case Sharing

Conditions for "collection" of personal data the collecting party must be thereby compiling information about an individual

the individual must be one whom the collector of information has identified or intends or seeks to identify

the identity of the individual must be an important item of information to the collecting party





DPP1: Collection Purpose & Means

- Personal data must be collected in a lawful and fair way, for a purpose directly related to a function/activity of the data user.
- Data collected should be necessary but not excessive.
- All practicable steps shall be taken to notify the data subjects of the purpose of data collection, and the classes of persons to whom the data may be transferred.







Example of Unfair Collection – Blind Advertisement

Intern

- University students
- Knowledge of company secretarial duties

Please send resume to PO Box 100

- University students
- Knowledge of company secretarial duties

Intern

Interested parties please contact our Human Resource Officer, Miss Angel Chan on 2808-

2808

•No identity of the employer and notification on the purpose of use of the data provided

Submission of personal data by job applicants

rights

Job applicants are denied of data access

No submission of personal data by job applicants

Contact person provided from whom

applicants:
-may seek to identify the employer &

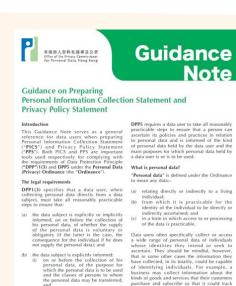
information about purpose statement

Personal Information Collection Statement (PICS)

Inform data subject of the followings immediately/

in advance:

- 1. the purpose that the data to be used
- 2. classes of persons to whom the data may be transferred
- 3. whether it is obligatory/voluntary to supply (if obligatory, the consequences of failure to supply)
- 4. rights to make data access/correction request, and the relevant channels



(ii) on or before the first use of the

rights to request access to and

correction of the personal data, and the name (or job title) and address of the individual who is to handle any such request made to the data user.

Guidance on Preparing Personal Information Collection Statement and Privacy Policy Statement

the shopping behaviour of its customers for promoting goods and services that are of

interest to selected groups of customers.

Example of Personal Information Collection Statement (PICS)

ABC University

Admission - Personal Information Collection Statement

The personal data collected in this application form will be used by the ABC University for selection for admission, award of entrance scholarships, and communications on admission-related matters.

Personal data marked with (*) on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application.

It is our policy to retain the personal data of unsuccessful applicants for future admission purpose for a period of six months. In case of application for admission to a programme jointly organised by the University and a partner institution, your personal data may be transferred to the partner institution concerned for the aforesaid purposes.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it to our Data Protection Officer by [contact details].

Purpose Statement

Obligatory / optional to provide data

Classes of transferees

Access & correction right

Other practical tips for preparing the PICS



- 1. Design the layout of PICS (including font size, spacing and use of appropriate highlights) in an easily readable manner
- 2. Present PICS in a conspicuous manner (in a stand-alone notice/section)
- 3. Use reader friendly language (simple words)
- 4. Link to Privacy Policy Statement





DPP2: Accuracy & Retention

Data users should take all practicable steps to ensure:

- the accuracy of the personal data
- the personal data is <u>not kept longer than is</u> <u>necessary</u> for the fulfilment of the purpose for which the data is used

If a data processor is engaged to process personal data, the data user must adopt contractual or other means to prevent the personal data from being kept longer than is necessary







DPP3: Use of Personal Data

 Personal data shall not, without the prescribed consent of the data subject, be used for a new purpose

New purpose

any purpose other than the purposes for which they were collected or directly related purposes







Wrongful Use of Personal Data

- making direct marketing approaches, e.g. offering services and goods of the employers
- transferring the job applicants' data to third parties for business or other purposes
- using the interview records, e.g. video recordings for training purposes
- using the applicants' data for statistics or research purposes without erasure of personally identifying particulars











DPP4: Security of Personal Data

DPP4(1): all practicable steps should be taken to protect personal data from unauthorised/accidental access, processing, erasure, loss/use

- ✓ physical location where the data is stored
- ✓ any security measures incorporated into any equipment in which the data is stored
- ✓ any measures taken for ensuring secure transmission of the data







DPP4: Security of Personal Data

DPP4(2): if a data processor is engaged to process personal data, data user must use contractual/other means to ensure that the personal data transferred to the data processor is protected against unauthorized/accidental access, processing, erasure, loss/use







Data Breach – Common Categories



Cyber attack or hacking



Misconfiguration of systems



Loss of documents or portable devices



Improper/wrongful disposal of personal data



Errors with posts or emails



Staff misconduct





Data Breach Handling - Action



Collecting Information Immediately

Immediate gathering of essential information for assessing the impact on data subjects including:

- When and where did the breach take place?
- · How was the breach detected and by whom?
- What was the cause of the breach?
- What kind and extent of personal data was involved?
- · How many data subjects were affected?





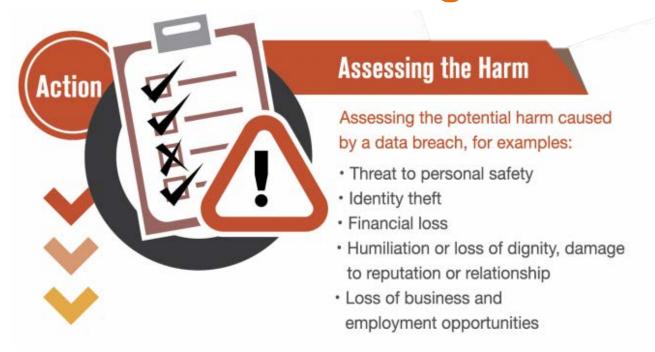
Data Breach Handling – Action







Data Breach Handling – Action







Data Breach Handling - Action







Data Breach Notification

 While it is not a statutory requirement on data users to inform PCPD about a data breach incident concerning the personal data held by them, data users are nevertheless advised to do so as a recommended practice for proper handling of such incident.







Data Breach Notification

About PCPD | Data Privacy Law | News & Events | Compliance & Enforcement | Complaints | Legal Assistance | Education & Training | Resources Centre | Enquiry Keyword Search 致: 香港個人資料私職專員 已经的 / 第会经的的管路外海塞地的行動(具備註4 請評明已採取或將會採取的行動 / 排棄 - 以減低及減少事故的影響 RSS A A A 🕱 🎬 資料外洩事故通報表格 Home > Compliance & Enforcement > Data Breach Notification Compliance & **Data Breach Notification** 資料使用者(**尼細註)**向香港個人資料紅雕專員 (下稿「專員」)作出資料外孢事放通報,並非法律規定。你在 決定是否向專員作出通報時·應**開覽**專員發出的(資料外表事故的處理及通報指引)。在大多數情況下,通知 Enforcement A data breach is generally taken to be a suspected breach of data security of personal data held by a data user, Commissioner's Findings by exposing the data to the risk of unauthorised or accidental access, processing, erasure, loss or use. 事件是否具實質風險・對個別人士構成損害? (請在其中一方格加上「√」號) □ 是 □ 否 請解釋為何有"沒有實質的價害風險 Court Judgment While it is not a statutory requirement on data users to inform the PCPD about a data breach incident concerning the personal data held by them, data users are nevertheless advised to do so as a recommended practice for Administrative Appeals Board's proper handling of such incident. You may make reference to our "Guidance on Data Breach Handling and the Decisions Giving of Breach Notifications" before submitting a data breach notification. Case Notes For submitting a data breach notification to the PCPD, please click here to download the Data Breach Notification THAN I 南侧别人士继续的这些及建筑 Data Breach Notification 姓名 (*先生/女士/李组): Form, You can then fill in the form by making reference to the "Notice" and "Information Notes" contained therein. 請評議 ① 如何提加受事故影響的個別人士;及 ② 如他們的安全,甚能或財產因有關事故而數受風險,你做 SUBSIDERARY SECUCION: SACY 了基度或可以做基度以協助他們避免/減低有關風險或後果 Submissions on Privacy Issues After completing the form, please submit it and other relevant documents concerning the data breach (if any) 佛真號碼: which you wish to provide by clicking the icon below and following the instructions. Consultations 調整去不適用者 Upload Data Breach Notification Form and other documents 春料外汽车份的影情(获得符》 Browse... Add documents (At most 20MB in total) 透報其他機構 / 規管機構 / 執法部門 如己作出有關遺程・調提供評価 Acknowledgement through email Please note that if your submission of the Data Breach Notification Form is successful, you will receive a confirmation notification. You may also choose to provide your email address here: Please Enter Email Address so that the system can send an acknowledgement to your email address . Please input the verification code appearing in the picture on the right*: 8 74 1 0

Clear all fields Submit

(Website: https://www.pcpd.org.hk/english/enforcement/data_breach_notification/dbn.html)







香港個人資料私隱專員公署 Office of the Privacy Commissioner for Personal Data, Hong Kong

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數據安全熱線 **Data Security Hotline** 2110 1155



數據安全快測

Data Security Scanner

https://www.pcpd.org.hk/Toolkit/tc/







專題網頁 **Data Security** Webpage



https://www.pcpd.org.hk/tc_chi/ data security/index.html

DPP5: Information to be generally available

Transparency

Data users have to provide: -

- (a) policies and practices in relation to personal data;
- (b) the kind of personal data held;
- (c) the main purposes for which personal data are used







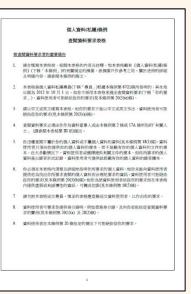
DPP6: Data Access & Correction

A data subject shall be entitled to:

- request access to his/her personal data
 ; Data user may charge a fee for complying with the data access request
- ii. request correction of his/her personal data

If the data user holds the relevant personal data, it should supply a copy of the requested data within 40 calendar days after receiving the data access request.

Data Access Request Form









Who could make a DAR?

- Data subject
- Relevant person on behalf of the data subject

"relevant person" means

- where the individual is a minor, a person who has parental responsibility for the minor
- where the individual is incapable of managing his own affairs, a person who has been appointed by the court to manage those affairs
- ❖ guardian of a mentally incapacitated person under Part IIIA or Part IVB of the Mental Health Ordinance (《精神健康條例》) (Cap 136)
- person authorised in writing to make a DAR (sections 2(1) and 17A)







3. Direct Marketing





What is "Direct Marketing"?

- a. the offering, or advertising of the availability, of goods, facilities/ services; or
- b. the solicitation of donations or contributions for charitable, cultural, philanthropic, recreational, political/ other purposes,



through direct marketing means (s.35A(1)).



What is "Direct Marketing"?

- "Direct marketing means" is further defined to mean:
 - a. sending information or goods, addressed to specific persons by name, by mail, fax, electronic mail or other means of communication; or
 - b. making telephone calls to specific persons.







Examples of DM

- 1. A bank encloses a donation form of a charitable organisation in the monthly bank statements it sends to its personal customers
- 2. A telecommunications service provider approaches its existing customers by telephone to offer upgraded services
- 3. Direct mail sent to an address or the "occupant" of an address without addressing specific persons by name
- 4. A customer service manager introduces goods/services to a customer face-to-face
- 5. A bank sends a supermarket gift voucher to an existing customer as a token of appreciation







Regulatory Regime of Direct Marketing

Intends to use personal data or provide personal data to another person for use in direct marketing:

- Provide data subjects with "prescribed information" and response channel through which the data subject may elect to give consent
- Notification should be easily understandable

Data User Notification SUBSCRIBE * UNSUBSCRIBE *

Data Subject

Provision of Personal Data:

"Consent" includes an indication of "no objection"





"Consent" includes an "indication of no objection"

Example of indicating no objection generally:

We intend to use your name, telephone number and address for direct marketing credit card and insurance products/services but we cannot so use your personal data without your consent.

Please sign at the end of this statement to indicate your agreement to such use. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

☐ The customer named objects to the proposed use of his/her personal data in direct marketing.

Signature of the customer

Name: xxx

Date: yyyy/mm/dd

Return the signed form but did not check the box indicating objection

= consent 47





4. Offences and Compensation







Offences under the PDPO



Contravention of DPPs

- not an offence
- may serve an enforcement notice on the relevant data user directing the data user to remedy the contravention

Non-compliance with an enforcement notice

- Criminal Offence
- a penalty of a fine at \$50,000 and imprisonment for 2 years.

Repeated non-compliance with enforcement notice

- a penalty of a fine at \$100,000 and imprisonment for 2 years
- in case of a continuing offence, a daily fine of \$2,000

Same infringement of the second time

- a penalty of a fine at \$50,000 and imprisonment for 2 years
- in case of a continuing offence, a daily fine of \$1,000





Commencement date of the Amendment Ordinance

The Amendment Ordinance was published in the gazette and came into effect on 8 October 2021.

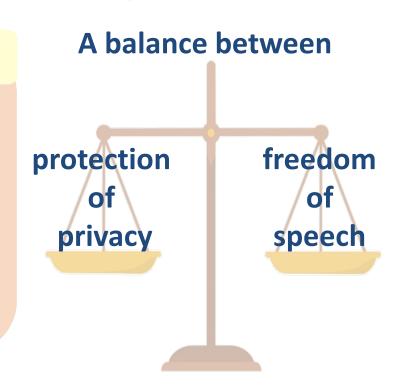




The Personal Data (Privacy) (Amendment) Ordinance 2021

Major aspects of the amendments

- Criminalising doxxing acts
- Empowering the Privacy Commissioner to carry out criminal investigation and institute prosecution
- Conferring statutory powers on the Privacy Commissioner to direct the removal of a doxxing message







A two-tier structure of the doxxing offence

	Prosecution means	Threshold for conviction	Maximum penalty
First Tier	Summary offence	 Disclosing personal data without the data subject's consent; and With intent to cause specified harm or being reckless as to whether specified harm would be caused 	Fine of \$100,000 Imprisonment for 2 years
Second Tier	Indictable offence	 Disclosing personal data without the data subject's consent; With intent to cause specified harm or being reckless as to whether specified harm would be caused; and Specified harm has been caused to the data subject or his or her family member 	Fine of \$1,000,000 Imprisonment for 5 years

Compensation

- Section 66B:
- Privacy Commissioner can grant
 assistance to data subject in
 respect of these legal proceedings





Publications

- Report on "Privacy Concerns on Electronic Food Ordering at Restaurants"
- General Reference Guide-Privacy Management
 Programme (PMP) Manual
- Guidance Note on Data Security Measures for Information and Communications Technology
- Report on "Comparison of Privacy Settings of Social Media")
- Guidance on CCTV Surveillance and Use of Drones
- Guidance on Direct Marketing
- Guidance on Collection and Use of Biometric
 Data





Guidance on Direct Marketing

PART 1: Introduction

Purpose of guidan

1.1. Direct marketing is a common histories practice in bong Kong it often involves collection and use of personal data by an involves collection and use of personal data by an in-some cases, the pursoiss of visual data by the properties of the properties of the common data by the properties of the

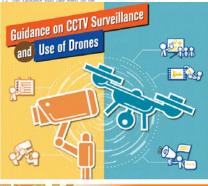
takes effect, the Commissioner's "Cuidance on the Collection and Use of Personal Data in Direct Marketing"

What is "direct marketing"?

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《人工智能 (AI):個人資料保障模範框架》

Artificial Intelligence: Model Personal Data Protection Framework













《僱員使用生成式AI的指引清單》

Checklist on Guidelines for the Use of Generative AI by Employees

Thematic webpages





















Case notes

Resources centre

Compliance & Enforcement

Court Judgment

Administrative Appeals Board's Decisions

Case Notes

Data Breach Notification

Submissions on Privacy Issues

Consultations

Case Notes

Administrative Appeals Board's Decisions Case Notes

Complaint Case Notes

Enquiry Case Notes

Case Notes for Compliance Action



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Surveys/ Study Reports "Mainland Corner" Column

Multimedia

Resources by Topics

Annual Reports









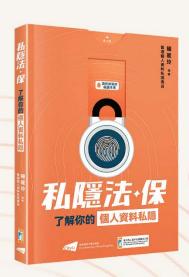
"The Treasure-trove of Privacy - Understanding Your Personal Data Privacy"



Ms Ada CHUNG Lai-ling
Privacy Commissioner for Personal Data,
Hong Kong

Highlights:

- Data Protection Principles
- Combating Doxxing
- Trends of Privacy Protection
 - ♦ Artificial Intelligence
 - Chatbot
- Savvy Tips for Protecting Privacy











PERSONAL DATA (PRIVACY) LAW IN HONG KONG

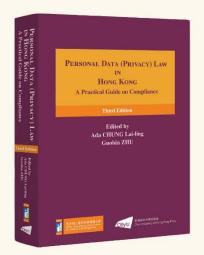
A Practical Guide on Compliance (Third Edition)



Ms Ada CHUNG Lai-ling Privacy Commissioner for Personal Data, Hong Kong



Professor ZHU Guobin
Professor ZHU Guobin
City University of Hong Kong



Highlights:

- Provisions of the PDPO on combatting doxxing
- Cross-border transfers of personal data from Hong Kong
- The Mainland's personal information protection regime
- Recent decisions by the Administrative Appeals Board and the Court
- PCPD's investigation reports and materials
- Comparison table on the personal data protection laws of Hong Kong, the Mainland and the European Union



Data Protection Officers' Club

(Membership Application)



By becoming a DPOC member, you will:

- advance your knowledge and practice of data privacy compliance through experience sharing and training;
- enjoy 20% discount on the registration fee for PCPD's Professional Workshops;
- receive updates on the latest development in data privacy via regular e-newsletter

As a DPOC member, your organisation's name will be published on DPOC membership list at PCPD's website, demonstrating your commitment on personal data protection to your existing and potential customers as well as your stakeholders.

Membership fee: HK\$450 per year

Enquiries: dpoc@pcpd.org.hk

https://www.pcpd.org.hk/misc/dpoc/files/AppForm_23_24_NewMember OnlineVersion.pdf





Contact Us









Room 1303, 13/F, Dah Sing Financial Centre, 248 Queen's Road East, Wanchai

保障、尊重個人資料私隱

Protect, Respect Personal Data Privacy





















Disclaimer

The information provided in this PowerPoint is for general reference only. It does not provide an exhaustive guide to the application of the Personal Data (Privacy) Ordinance ("the Ordinance"). For a complete and definitive statement of law, direct reference should be made to the Ordinance itself. The Privacy Commissioner for Personal Data ("the Commissioner") makes no express or implied warranties of accuracy or fitness for a particular purpose or use with respect to the information set out in this PowerPoint. The contents provided will not affect the exercise of the functions and powers conferred to the Commissioner under the Ordinance.







