

Preview of the Online Application Form

Privacy-Friendly Awards 2025 Application Form

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1. Please read the [Awards Details](#) and [Terms and Conditions](#) before filling in this application form.
2. All applications should be submitted via this online page **before 11:59pm on 7 March 2025**.
3. Please complete this application form **within 20 minutes**.
4. Each organisation/company can submit one application only.
5. Please provide your supporting documents in Word or PDF files (within 10MB for each file, within 50MB for all files). Please refer to the tables in [Assessment Criteria](#) and [Special Awards](#) for the required documents/information.

I note the required documents and agree to proceed with the application

A. Information of Participating Organisation/Company (marked with * is mandatory field)

* Name of Participating Organisation/Company in English:

* Name of Participating Organisation/Company in Chinese (please fill in "NA" if not applicable):

* Nature of Business (please choose as appropriate):

- ☐ Private Company
- ☐ Government Department
- ☐ Statutory Body
- ☐ Professional Association/Chamber of Commerce
- ☐ NGO
- ☐ Others (please specify):

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B. Particulars of the Representative of the Participating Organisation/Company (marked with * is mandatory field)

* Salutation (Please choose as appropriate):

☐ Mr ☐ Ms ☐ Miss

* Name in English (Surname in block letters):

Name in Chinese:

Honours/Designations after name:

* Position:

* Correspondence address:

* Telephone no.:

* Email:

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C. Privacy Protection Measures

Please indicate the Privacy Protection Measure(s) that has/have been put in place or completed by your organisation/ company and provide relevant supporting document/information for illustration.

1. Discussed the implementation of data security measures

- ☐ Discussed data security policies or reviewed the implementation of data security measures at board meetings and/or senior management meetings in the organisation within the past 24 months before submission of the application.

Date(s) of the meeting(s) (dd/mm/yyyy) *(multiple dates may be selected)*:

Job titles of attendees

Summary of the matters discussed relating to data security measures (within 5,000 characters):

Upload supporting document(s) (if applicable)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

- ☐ Did not discuss data security policies or review the implementation of data security measures at board meetings and/or senior management meetings in the organisation within the past 24 months before submission of the application.

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2. Have Data Protection Officer(s) or a dedicated department for data protection

- ☐ Have at least one Data Protection Officer (DPO) (either on a full-time or part-time basis) or have established a dedicated department for data protection.

Position :

Full-time or part-time :

Full-time ▼

Please state the responsibilities of the DPO/the department and the initiative(s) carried out by the DPO/the department in the past 24 months before submission of the application (within 5,000 characters):

Is your organisation also interested in participating in the "Best Data Protection Officer Award"?

☐ Yes ☐ No

Upload supporting document(s) (if applicable)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

- ☐ Do not have any Data Protection Officer (either on a full-time or part-time basis) or have not established a dedicated department for data protection.

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3. Completed the PCPD's Data Security Scanner

☐ Completed the PCPD's Data Security Scanner.

Upload the screenshot (including date and reference number) after the completion of the PCPD's Data Security Scanner *(can upload Word, PDF, JPG or PNG file(s))*

No file chosen

Note: Please do not submit any personal data which can identify individuals.

☐ **Have not** completed the PCPD's Data Security Scanner.

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4. Developed a data breach response plan

☐ Developed a data breach response plan/similar guidelines/policies.

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

Is your organisation also interested in participating in the "Best Data Breach Response Plan Award"?

☐ Yes ☐ No

☐ **Do not** have a data breach response plan/similar guidelines/policies.

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5. Provided training or education for staff on personal data privacy protection

- ☐ Provided training or education for staff on personal data privacy protection within the past 24 months before submission of the application.
(e.g. Having invited the PCPD or personal data privacy-related professionals to deliver talks or seminars on personal data privacy for staff)

Date(s) of the training/education sessions (dd/mm/yyyy) *(multiple dates may be selected)*:

Number of participants:

Summary of the training/education sessions (within 5,000 characters):

Upload supporting document(s) (if applicable)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

- ☐ **Did not provide** any training or education for staff on personal data privacy protection within the past 24 months before submission of the application.

D. Special Award – Best AI Governance Award

Is your organisation interested in participating in the "Best AI Governance Award"?

☐ Yes ☐ No

If yes, organisations that have met **at least 3** of the following criteria recommended under the "Artificial Intelligence: Model Personal Data Protection Framework" may be awarded.

☐ Set up an AI governance committee (or similar body) which consisted of member(s) of senior management.

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

☐ Considered data privacy risks in risk assessments of the procurement or use of AI systems.

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

☐ Implemented internal guidelines on the use of AI within the past 24 months before submission of the application.

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

☐ Provided training on AI for staff within the past 24 months before submission of the application.

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

☐ Developed an AI Incident Response Plan (or similar contingency plan).

Upload supporting document(s)

No file chosen

Note: Please do not submit any personal data which can identify individuals.

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E. Personal Information Collection Statement

Any personal data provided in this form will only be used for the purposes of carrying out activities related to the "Privacy-Friendly Awards 2025". Participating organisations are required to provide the relevant information in order to participate in the "Privacy-Friendly Awards 2025". The PCPD will erase the personal data after the aforesaid purposes have been fulfilled and no later than 31 December 2026. The data subject has the right to request access to or correction of personal data held by the PCPD. If the participating organisation would like to make a data access request, please complete the Data Access Request Form (OPS003), and then send the request to Data Protection Officer of the PCPD by fax (2877 7026), by email (communications@pcpd.org.hk), in person or by post (Unit 1303, 13/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong).

F. Declaration

☐ Our organisation/company is a data user controlling personal data in or from Hong Kong under the Personal Data (Privacy) Ordinance.

☐ Our organisation/company agrees to be bound by the [Terms and Conditions](#) of the "Privacy-Friendly Awards 2025".

Please fill in the following information about the person with the highest level of decision-making authority in the organisation/company (e.g. CEO, Director, Head of Department) to confirm that the information submitted is true.

* Name :

* Position :

☐ I confirm that the information being submitted is true.

The PCPD organises a wide range of promotional and educational activities from time to time to ensure that data users understand their responsibilities and data subjects understand their rights. If you wish to receive information of these activities, please tick the box below to indicate your consent.

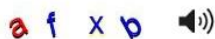
The PCPD intends to use the personal data (i.e. your name and email address) you provided in this form for the purpose of sending you information of the PCPD's promotional and educational activities but we will not use the data unless we have received your consent.

Please tick the box to indicate your consent

I (name: ; email:) **AGREE** that PCPD uses my name and email address for

☐ the purpose of sending me information of the PCPD's promotional and educational activities.

CAPTCHA



(Please input the characters contained in the above image. You may click the image to reload or click the speaker to listen to the verification codes.)

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Review the application