

## Legislative Council Secretariat Handling of Employment-Related Personal Data

### **Control of Personal Data**

Principal Council Secretary (Administration) is designated as the Controlling Officer for employment-related Personal Data in the Legislative Council Secretariat, responsible for assessing, authorizing, monitoring and reviewing Personal Data protection measures to ensure compliance with the requirements of the Personal Data (Privacy) Ordinance.

2. Senior Council Secretary (Administration)<sup>1</sup> is designated as the Data Privacy Officer, responsible for ensuring that the Secretariat's employment-related Personal Data protection measures are applied to the collection, handling, use, processing and disclosure of Personal Data and for ensuring that data access and data correction requests are processed in accordance with the requirements of the Ordinance.

### **Personal Data Policies**

3. The Secretariat is committed to ensuring that all Personal Data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance. The Secretariat undertakes to :

- (a) collect adequate, but not excessive, Personal Data by lawful and fair means only for lawful purposes related to the Secretariat's functions and activities;
- (b) take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- (c) erase Personal Data which are no longer necessary for the purposes for which they are to be used;
- (d) use the Personal Data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- (e) take all reasonably practicable steps to ensure that Personal Data are protected against unauthorized or accidental access, processing, erasure or other use; and
- (f) permit persons to access and correct Personal Data of which they are the data subjects and process any such access/correction requests in a manner permitted or required by law.

### **Types and Purposes of Employment-Related Personal Data Held**

4. Types and purposes of employment-related Personal Data held by the Secretariat are:

<u>Data Subjects</u>	<u>Types of Personal Data Held</u>	<u>Purposes</u>
Applicants for posts in the Secretariat	Recruitment and appointment data	To facilitate assessment of suitability for recruitment or appointment to posts in the Secretariat.
Serving officers and former employees	Personal and family particulars, education, qualifications, employment history, salary and allowances, terms and conditions of service, medical records, leave, training, outside employment, appraisal reports, promotion board assessments, records of conduct and discipline.	For employment-related purposes, including appointment, integrity checking, postings and transfers, offer/ renewal/ extension of agreement, incremental credit, training and career development, revision of terms or conditions of service, promotion, discipline, continuation in or removal from office and provision of testimonials.

### **Data Access/Correction Requests**

5. Requests for access to or correction of Personal Data held by the Secretariat may be made in writing to Senior Council Secretary (Administration)<sup>1</sup> at G/F, Legislative Council Building, 8 Jackson Road, Central, Hong Kong.

### **Charges**

6. A charge will be made to cover the cost of photocopying Personal Data supplied in response to a data access request at the rate of \$1.0 per sheet.