

## **Privacy Policy Statement**

The Hong Kong Public Doctors' Association ("HKPDA") pledges to take all reasonably practicable precautions and exercises due diligence to comply with the requirements of the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO"). The policy of the HKPDA in handling personal data is stated in this Privacy Policy Statement which is publicly accessible on the HKPDA's website at <https://www.hkpda.org.hk>.

## **Kinds of Personal Data Held**

The kinds of personal data held by HKPDA can be categorized into the following:

- (a) **Member records** which include personal data in applications for admission as the members of the HKPDA and their annexures; membership cards issued and membership number assigned by the HKPDA; education and professional qualifications and related information, personal data in the HKPDA's participation records for Continuing Professional Development and other training courses, seminars, workshops and other activities held by the HKPDA or recommended by the HKPDA;
- (b) **HKPDA's own Personnel records** which include personal data in the resumes, recruitment data, employment particulars, details of salary, payments, benefits, performance appraisals, disciplinary matters, leave and sickness records, Mandatory Provident Fund scheme records, records of service of the HKPDA's employees, agents and contractors, personal data of the employees' spouses and next of kins;
- (c) **Records collected on webservers and HKPDA App server** which include email addresses, login ID and passwords collected from members for the provision of webmail service and online members' zone by the HKPDA and the communications between the HKPDA and the members through the HKPDA App downloaded by members using their mobile phones and electronic communications devices. Information on the website traffic and access hits of the contents of the HKPDA App are tracked without identifying any individual when providing these online services. In the process, no personal data is collected;
- (d) **Other miscellaneous records** which include enquiries from the media and non-members and related communications; and personal data held in minutes and records of meetings personal data of members of the HKPDA's Council, committees and working parties and panels; and all of which is collected by the

HKPDA's Secretariat during the performance of its administrative and executive functions; and personal data collected by the HKPDA when exercising its referral and approval functions for application for grants, promotional and training activities organized by HKPDA, and enquiries from the public, etc.

**Main Purposes of Keeping / Using Personal Data**

All personal data held by HKPDA will be used, processed, stored, disclosed and transferred solely in accordance with the relevant Personal Information Collection Statement provided to you on or before the collection of your personal data, or pursuant to any other consent provided by you.

In general, the main purposes for which HKPDA uses the different categories of personal data held by it include the following:

- (a) **Member Records** are kept for the purposes of enabling the HKPDA to perform its functions and powers under its Memorandum and Articles of Association and other applicable legislations, rules and regulations and to provide information to members of the public to facilitate the identification of doctors and about the services these doctors provide;
- (b) **HKPDA's own personnel records** are kept for human resource management purposes, relating to such matters as employees' appointment, benefits, performance appraisal, etc. are kept for the purposes of the HKPDA's human resource management which include the recruitments, appointments, payment of salaries and benefits, the processing of medical claims submitted by the employees, their spouses and next-of-kins, filing of tax returns, performance appraisals, disciplinary and termination records and the issuance of records of service of employment;
- (c) **Records collected on webservers and HKPDA App server** are kept for the purposes of administering the web services and HKPDA App services provided by HKPDA;
- (d) **Other miscellaneous records** are kept by the HKPDA's Secretariat for the purposes of performing its administrative and executive functions and of giving support and assistance to the Council, committees, sub-committees and working parties of the HKPDA and the carrying out of training, social, recreational and other programmes or activities organised or supported by the HKPDA

### **Transfer of Your Personal Data**

HKPDA may disclose and/or transfer your personal data to any other third parties such as government departments, organizations, institutions, agencies, service providers specified in the relevant Personal Information Collection Statement provided to you on or before the collection of your personal data for the fulfillment of the purposes stated therein.

Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes permitted under the relevant Personal Information Collection Statement provided by us to you on or before the collection of your personal data.

### **Accuracy and Retention of Personal Data**

HKPDA has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. HKPDA aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

HKPDA will retain your personal data for so long as is necessary to enable it to fulfill the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented.

### **Protection Measures**

HKPDA takes appropriate steps to protect the personal data we hold against loss, unauthorized access, use, modification or disclosure.

### **Personal Data Access and Correction Requests**

A data subject has the right to request access to and to request the correction of his personal data. Any data access request should be made by completing the specified Data Access Request Form (OPS003) prescribed under the PDPO and sending your request by e-mail to [membership@hkpda.org.hk](mailto:membership@hkpda.org.hk); or by mail to

The Honorary Secretary,  
The Hong Kong Public Doctors Association,  
Unit C, 3rd Floor, Worldwide Centre,  
123 Tung Chau Street,

Kowloon, Hong Kong.

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity.