

Press Release

For Immediate Release

**Hong Kong Computer Society Announce
A Practical Guide for IT Managers and Professionals
on the Personal Data (Privacy) Ordinance**

January 11, 2012 · Hong Kong — Hong Kong Computer Society (HKCS) announce A Practical Guide for IT Managers and Professionals on the Personal Data (Privacy) Ordinance (PD(P)O) (hereafter the Guide), the first sector-specific privacy guide. The Guide was compiled by HKCS with the support of the Office of the Privacy Commissioner for Personal Data (PCPD). It covers a full spectrum of IT and technology applications, aiming to help enterprises, especially IT Managers and Professionals, to protect personal data privacy in compliance with the six Data Protection Principles (DPPs) in the Personal Data (Privacy) Ordinance (PD(P)O).

Mr. Stephen Lau, President of HKCS, noted that the rapid and sophisticated advances in IT have led to the proliferation of e-services including e-commerce, social networks and personalized services e.g. e-banking, with that services necessitating the collection, use and disclosure of personal data to fulfill the purposes intended. As the public is paying more and more attention to the personal data usage and privacy issues, e.g. the Octopus incidence in 2010, especially in the IT sector where business are often affected by such ordinance, HKCS considered it necessary to enhance the understanding of and thereby effective compliance with the PD (P) O for IT managers and practitioners by compiling a practical guide.

Mr. Stephen Lau explained that the six DDPs in PD (P) O were: 1) Purpose and Manner of Collection of Personal Data; 2) Accuracy and Duration of Retention of Personal Data; 3) Use of Personal Data; 4) Security of Personal Data; 5) Information to Be Generally Available; and 6) Access to Personal Data. The Guide provides detailed explanations, practical guidelines and concise examples on the applications of the six DDPs in system design, development and operations for ICT industry.

Mr. Allan Chiang, Privacy Commissioner for Personal, says “To achieve enduring organizational success, it is important that corporate data users and their service providers are fully aware of these principles and the privacy implications of the technologies they are adopting. More specifically, the six DPPs have to be embedded in all of the enterprise’s organizational processes and information systems.”

Chapter 2 of this document outlines the definitions of various terms used in the whole document. The next chapter then discusses personal data protection on an enterprise level, that it becomes a key to good corporate governance, accountability and transparency. Compliance with PD(P)O and good governance on respecting personal data privacy of customers and employees require the establishment of a clear and enterprise-level personal data protection policy which demonstrates top management commitment and also provides relevant rules for the enterprise to follow. Ingraining a privacy protection culture within the enterprise, where personal data protection is second nature, is key to fulfilling the objectives of legal compliance as well as building up customers' trust and confidence in the enterprise.

A systemic process, Privacy Impact Assessment (PIA), is strongly recommended to be undertaken to identify any privacy risks and issues before launching or revising any major projects involving personal data. In Chapter 4, guidance is offered on the types of projects as likely candidates for PIA, when it should be conducted, how to conduct it, the risk analysis as well as measures for mitigating privacy risks.

In today's world, it is most often not a case of "IF" an enterprise will have a data privacy breach, it is more a case of "WHEN". A data privacy breach can result in your organisation getting the adverse attention of news media and industry regulatory agencies, not to mention the enterprise's customers and employees. Chapter 5 provides guidance on the establishment of an effective Incident Response Strategy, which deals with the classification and discovery for data breach incidents, and the subsequent report, containment, investigation and recovery of such incidents.

Chapter 6 offers practical guidance on the application of the six DPPs in system design, development and operations. It gives an overview of the six DPPs and provides reader-friendly guidance for data users to follow in the design and operations of IT applications. In particular, the section on the security principle, DPP4, offers very detailed guidance on security protection measures across the entire spectrum of data collection, retention, storage, transmission and use of personal data.

The final chapter provides practical guidance on major topics related to IT and technology applications, including outsourcing and cloud computing, workplace monitoring, direct marketing and biometric applications. These selected IT-intensive applications, which could be highly privacy intrusive, are increasingly pervasive in their use. Guidance is offered to ensure compliance with the data protection principles

while attaining the underlying objectives of undertaking such applications.

Mr. Stephen Lau continued to state that the Guide was fully supported by PCPD and experts from relevant sectors. Mr. Henry Chang, IT Adviser to the PCPD, being the Adviser, has provided his valued views. Other project members come from IT industry, public organisations, academic bodies and large corporations, including Mr. John Chiu, JP, Managing Director, AT Group Limited; Mr. Dennis Fullgrabe, Chief Internal Auditor, Hospital Authority; Mr. Thomas Parenty, Managing Director, Parenty Consulting Limited; Ms. Susanna Shen, Head of Information Technology, The Hong Kong and China Gas Company Limited; Mr. Peter Yan, Executive Director, Computer And Technologies Holdings Limited; and Professor Y. B. Yeung, Adjunct Professor, Department of Information Systems, City University of Hong Kong.

For details of the Guide, please refer to

http://www.hkcs.org.hk/en_hk/home/publication/PDPO/ .

About Hong Kong Computer Society (HKCS)

The Hong Kong Computer Society is a non-profit professional organization established in 1970, which strives to improve and develop Hong Kong's Information Technology (IT) industry. Being the most well-established and the largest professional association in Hong Kong, the HKCS is dedicated to promote the highest professional standards for the industry. The HKCS members are from a broad spectrum of Hong Kong's IT industry, from corporate users to individual talents, all working together for the benefit of the industry.

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