

Intellectual Property Department (IPD)
Statement of Privacy Policies and Practices
for Employment-related Personal Data

Privacy Policies

We respect the protection of personal data and are committed to fully implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance and codes of practice issued by the Privacy Commissioner for Personal Data.

Kinds of Personal Data Held

2. IPD holds employment-related personal data in relation to two broad categories of serving and former civil servants, as follows:

- **Officers posted to IPD**, i.e. general grades staff, including records of personal and family particulars, education and qualifications, employment history, salary and allowances, terms and conditions of service, housing, medical records, leave and passages, training, investments, outside employment, appraisal reports, promotion board assessments, conduct and discipline, retirement and pension.
- **Officers whose Head of Grade is the Director of Intellectual Property**, i.e. Intellectual Property Examiners and Legal Officers, including records of personal and family particulars, education and qualifications, employment history, salary and allowances, terms and conditions of service, housing, medical records, leave and passages, training, investments, outside employment, appraisal reports, promotion board assessments, conduct and discipline, retirement and pension.

3. IPD also holds personal data of persons other than civil servants, including non-civil service contract staff employed by IPD, applicants for posts in IPD, interns, summer students, trainee solicitors on attachment with IPD, service contract staff, etc.

Purposes for Keeping Personal Data

4. Personal data of serving and former civil servants and non-civil service contract staff employed by IPD are held for a range of employment-related purposes including appointments, integrity checking, postings and transfers, offer/renewal/extension of agreement, incremental credit, training and career development, revision of terms or conditions of service, performance assessment, vacation/sick leave administration, acting appointment, promotion, discipline, continuation in or removal from office, MPF contributions, pensions, retirement benefits and provision of testimonials, etc. Some personal particulars may be published in Government publications.

5. Personal data of persons other than civil servants and non-civil service contract staff are held mainly for the purposes of recruitment, short-term training attachment, delivery of service contract.

Practices

6. The Departmental Secretary is responsible for monitoring and supervising compliance with the Personal Data (Privacy) Ordinance and relevant codes of practice within IPD.
7. The following are maintained to ensure compliance with the Ordinance:
 - A Central Register of requests made under the Ordinance.
 - A Data Protection Log Book, as provided for under section 27 of the Ordinance.
 - CSB Guidelines for Users of Employment-related Personal Data in the Civil Service, which is a procedural manual on compliance with the Ordinance by all civil servants who have responsibility for the management of personal data system or dealing with requests for access to or correction of personal data.
 - Access request forms for access to/correction of personal data held by IPD.

Retention

8. IPD maintains and executes retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by IPD in accordance with policies in standing instructions and administration manuals.

Data Access or Correction Requests

9. Data access or correction requests may be made by letter or on a request form obtainable from the Personnel Registry of the Administration Unit. Requests should be addressed to the Departmental Secretary.

Charges

10. In accordance with relevant guidelines, a charge will be imposed to cover the cost of photocopying personal data as provided for or approved by the Secretary for Financial Services and the Treasury.