

Financial Services and the Treasury Bureau (Treasury Branch) Statement of Privacy Policy and Practices

Privacy Policy

The Treasury Branch of the Financial Services and the Treasury Bureau is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance (PD(P)O) and code of practices issued by the Privacy Commissioner for Personal Data.

Kinds and Main Purpose of Use of Personal Data Held

The kind of personal data held by the Treasury Branch, and the main purposes for which the personal data are used, are tabulated below: -

Kinds of Personal Data Held	Main Purposes for Keeping the Data
<p><input type="checkbox"/> <i>Employment-related Personal Data on serving officers and former employees</i> - include 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 and retirement and pension.</p>	<p><input type="checkbox"/> Personal data of current or former employees are held for a range of employment-related purposes including appointments, integrity checking, postings and transfers, offer/renewal/extension of agreement, grant of allowances and employment benefits, incremental credit, training and career development, promotion, discipline, continuation in or removal from office, pensions and provision of testimonials, and assessment of suitability for recruitment or appointment or training.</p>

Kinds of Personal Data Held	Main Purposes for Keeping the Data
<p><input type="checkbox"/> <i>Tax appellants and tax representatives</i> - include the personal particulars of appellants or their representatives who have lodged appeals under the Inland Revenue Ordinance; tax information and documents supplied by these data subjects to the Board of Review (Inland Revenue) in connection with their appeals and records of the Board's deliberations on the appeals.</p>	<p><input type="checkbox"/> Personal data of tax appellants and tax representatives are held to facilitate the deliberation of appeals by the Board of Review (Inland Revenue).</p>
<p><input type="checkbox"/> <i>Appointment to Boards and Committees</i> - include the personal particulars of candidates nominated for appointment/re-appointment to the Board of Review (Inland Revenue) and the Board of Inland Revenue provided by the nominating parties and nominees, and assessments on the suitability of the candidates for appointment/ re-appointment.</p>	<p><input type="checkbox"/> Personal data of candidates for appointment to the Board of Review (Inland Revenue) and the Board of Inland Revenue are held to facilitate appointments to these Boards.</p>
<p><input type="checkbox"/> <i>Consultants/Project Team Members</i> - include personal particulars and curricula vitae (CV) of individual persons employed by companies bidding for consultancy/IT projects of the Branch, which</p>	<p><input type="checkbox"/> Personal data of individual persons employed by companies bidding for consultancy/IT projects of the Branch are held to facilitate the award of consultancies /</p>

Kinds of Personal Data Held	Main Purposes for Keeping the Data
<p>form part of the companies' proposals to the Branch to facilitate selection of suitable consultants/vendors for carrying out the services.</p>	<p>vendors for carrying out the services.</p>
<p><input type="checkbox"/> <i>Personal data provided by members of the public in general correspondence</i> - include personal data supplied by data subjects and collected from members of the public who make requests under the Code on Access to Information and the PD(P)O, make enquiries or complaints or put forward their views and comments, to the Branch, etc.</p>	<p><input type="checkbox"/> The records are kept for responding to and taking follow-up actions on requests, enquiries and complaints, and collecting views and comments from members of the public, etc.</p>
<p><input type="checkbox"/> <i>Other records</i> – include personal data in other administrative and programme records of which the personal identity of individuals can be ascertained.</p>	<p><input type="checkbox"/> Other records are kept for various purposes which vary according to the nature of the record.</p>

Practices

Personal Data Protection Officer

The Treasury Officer (Branch Management) is the Personal Data Protection Officer and will report to the Principal Executive Officer (G) who is responsible for monitoring and supervising compliance with PD(P)O and relevant code of

practices within the Branch, except for those relating to tax appeals lodged under the Inland Revenue Ordinance.

The Clerk, Board of Review (Inland Revenue) is responsible for handling personal data access or correction requests relating to tax appeals lodged under the Inland Revenue Ordinance.

Protection Measures

The Treasury Branch takes appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure.

Collection of Personal Data

The personal data collected by the Treasury Branch is used only for purposes directly related to the discharge of our statutory and administrative functions and activities.

When we collect personal data from individuals, we will provide them with a **Personal Information Collection Statement** on or before the collection in an appropriate format and manner (e.g. in the same paper form or web page that collects the personal data).

Retention of Personal Data

The Treasury Branch 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 the Treasury Branch in accordance with policies in standing instructions and administration manuals.

If there is any case that data processors, whether within or outside Hong Kong, are engaged to process personal data on the Treasury Branch's behalf, the Treasury Branch must adopt contractual or other means to prevent any personal data transferred to the data processor from being kept longer than is necessary for processing of the data.

Data Access and Correction

- ◆ Data access requests must be made in writing using the following form specified by the Office of the Privacy Commissioner for Personal Data (<http://www.pcpd.org.hk/english/publications/files/Dforme.pdf>). The completed form should be addressed to the following persons:

- For all personal data access or correction requests, except for those relating to tax appeals lodged under the Inland Revenue Ordinance:

Name:	Assistant Treasury Officer (Branch Management) ¹
Address:	24/F, Central Government Offices 2 Tim Mei Avenue Tamar, Hong Kong
Fax:	2147 5770
Email:	scobm@fstb.gov.hk

- For personal data access or correction requests relating to tax appeals lodged under the Inland Revenue Ordinance:

Name:	Clerk, Board of Review (Inland Revenue)
Address:	Room 2020, 20/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong
Fax:	2157 9012
Email:	bor@fstb.gov.hk

- ◆ Requests for correction of personal data must be raised in writing, either through email or letter, addressed to the above persons as appropriate.

The requestor must disclose his/her identity and where necessary, the Branch will request evidence of the new data before accepting the correction request.

- ◆ Unless approved otherwise, a charge will be made to cover the cost of photocopying personal data at the standard rate prescribed by the Director of Accounting Services. Currently, the rate is \$1.6 or \$1.4 per photocopy on documents provided in black and white on A3 or A4 size paper with or without enlarging. We are entitled to refuse to comply with a data access/correction request unless and until the fee has been paid.

Enquiries

Any enquiries regarding this statement of personal data privacy policy and practices may be addressed to the Treasury Branch at the above-provided contact means.

We keep our privacy policy statement under regular review. This statement was last updated on 1 November 2022.