

Government Property Agency

Statement of Privacy Policy and Practices

Privacy Policy

We are committed to fully implementing and complying with the Data Protection Principles and all relevant provisions of the Personal Data (Privacy) Ordinance. We undertake to:

- (a) collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the Agency's functions or 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 the 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 unauthorised or accidental access, processing, erasure or other uses;
- (f) take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the Agency holds and the purposes for which the data are to be used; and
- (g) permit persons to access and correct personal data of which they are the data subject and process any such access/correction requests in a manner permitted or required by law.

Types of Personal Data Held

The Agency holds the following types of personal data -

Employment-related Personal Data	Main Purposes for which used	Retention Period
(a) Personal data held on servicing officers and former employees include : personal and family particulars, education, 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, records of conduct and discipline.	For employment-related purposes, including appointment, integrity checking, postings and transfers, offer/renewal/extension of agreement, incremental credit, training & career development, revision of terms or conditions of service, promotion, discipline, continuation in or removal from office, pensions and provision of testimonials.	12 months after an officer has left the service or resolution of any appeal/complaint/judicial review whichever is the later, subject to completion of a Record of Service (GF 115).
(b) Recruitment and appointment data on applicants for appointment to grades under the control of the Government Property Administrator.	To facilitate assessment of suitability for recruitment or appointment or training.	In respect of successful applicants, same as (a) above. As regards unsuccessful applicants, 12 months after completion of the recruitment exercise or resolution of any appeal/complaint, whichever is the later.

Other Personal Data Held	Main Purposes for which used	Retention Period
(a) Factual data (HK Identity Card No. and address) of tenants/ landlords/licencees/ contractors/security guards.	In connection with the leasing/purchase of government accommodation/award of contracts.	3 months after completion of a tender exercise (in respect of unsuccessful tenderers). 11 years after completion of a contract.
(b) Factual data (residential telephone number) of departmental representatives of joint-user office buildings.	To facilitate communication especially during emergencies.	Immediate destruction upon changes.

Practices

The Departmental Secretary is the Controlling Officer for personal data in this Agency who is responsible for assessing, authorising, monitoring and reviewing personal data protection measures to ensure compliance with the requirements of the Personal Data (Privacy) Ordinance.

The Deputy Departmental Secretary (Administration) is designated as the Data Privacy Officer in this Agency who is responsible for ensuring that the Agency's personal data protection measures are applied for 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.

Requests for access to or correction of personal data held by this Agency may be made by letter or on a request form obtainable from the Government Property Agency at 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Requests should be directed to the Deputy Departmental Secretary (Administration) at the same address. Verbal requests are not accepted.

A charge will be made to cover the cost of photocopying personal data supplied in response to a data access request. The standard photocopying charge shall be HK\$1.4 per copy (A4 size) and HK\$1.6 per copy (A3 size) unless otherwise provided by enactment or approved by the Secretary for Financial Services and the Treasury.