Centre for Information Policy Leadership (CIPL) Workshop in collaboration with the Singapore Personal

Data Protection Commission

"Implementing Accountability "



Stephen Kai-yi Wong, Barrister
Privacy Commissioner for Personal Data, Hong Kong, China







Presentation Outline





Engaging the Data Controllers (SMEs)



Data Ethics and Trust







Hong Kong—Privacy Management Programme





Hong Kong – Privacy Management Programme







Initiated by the Hong Kong Privacy Commissioner

Not a legal requirement

Corporate governance responsibilities



POLICY AND PROCEDURE

From Compliance to Accountability

Top-down business imperative

Data protection policies & procedures in place

A paradigm shift





Paradigm Shift

From Compliance to Accountability

Compliance Approach

- Passive
- Reactive
- Remedial
- Problem-based
- Handled by compliance team
- Minimum legal requirement
- Bottom-up



Accountability Approach

- Active
- Proactive
- Preventive
- Based on customer expectation
- Directed by top-management
- Reputation building
- Top-down





PMP – Fundamental Principles

Top-Down Organisational Commitments

Topmanagement commitment and buy-in

Setting up of a dedicated data protection office or officer

Establishing reporting and oversight mechanism







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PMP – 7 Practical Programme Controls







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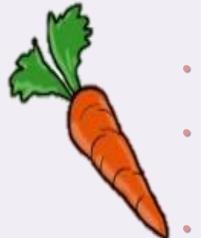
PMP – Ongoing Assessment and Revision







Carrots or Sticks?



- Deterrence and punishment had limited effects
 - Maximum fine for DM conviction cases US\$4,000 only!
 - No power to impose administrative fines
- Promoting accountability through PMP







Organisations' Sharing



Privacy
Impact/Compliance
Assessment

Conducted by the Government on specific projects e.g. SMART ID, e-health System, etc.





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Practical Difficulties Encountered by Organisations in implementing PMP



DPAs should provide incentives





Consultancy Project on Implementation of PMP in Government

PMP Training



Consultant engaged to facilitate bureaux /departments to implement PMP



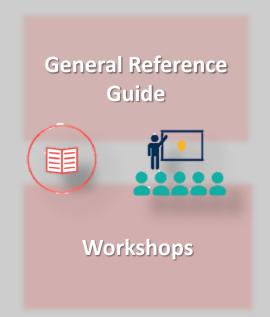
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Advice provided by the PCPD





Deliverables by the Consultant











✓ Cover all components of a PMP

Overview of the Privacy Management Programme ("PMP")

Overview of the Personal Data (Privacy) Ordinance

The tailor-made PMP

Organisational Commitment

A-1a. Roles and Responsibilities of the Departmental Data Protection Officer and Other Officers Assisting in the Implementation of PMP A-1b. Reporting Mechanism

Programme Controls A-2b. Policies for Handling Personal Data

A-2c. Risk Assessment Tools

A-2d. Training and Education

A-2e. Breach Handling

A-2f. Data Processor Management

A-2g. Communication

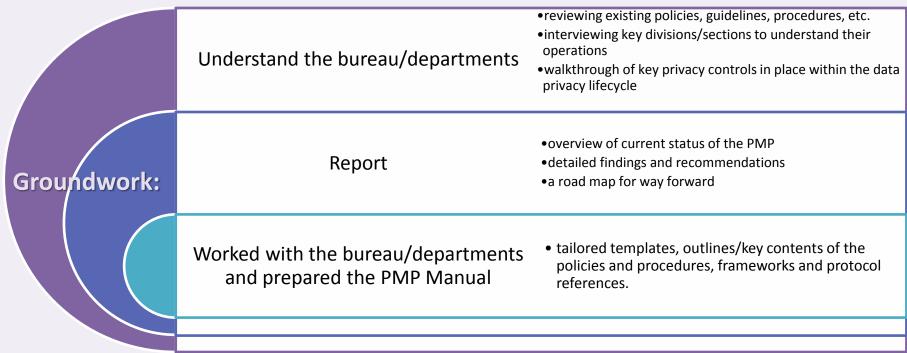
Ongoing Assessment and Revision

- 1. Oversight and Review Plan
- 2. Review of PMP's Effectiveness







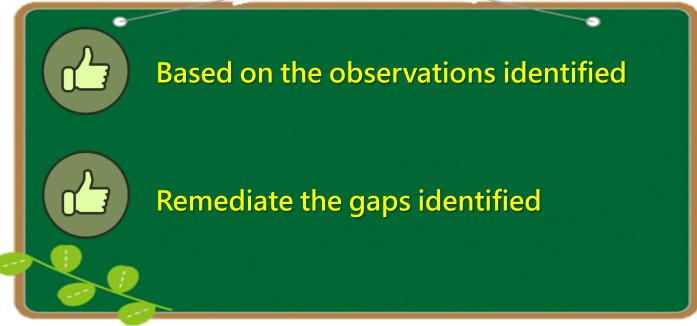






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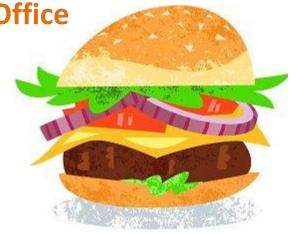








Specified roles and responsibilities of Data Protection Officer, Personal Data Privacy Officer and Team Coordinator



privacy respectful culture





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Role		Officer	
Data Protection Officer	r [Post/Title of the officer(s)	[Post/Title of the officer(s) - To be decided by each individual	
Personal Data Privacy Off	Ficer Bureau	Bureau / Department.]	
Team Coordinator	Team 1	[Post/Title of the officer(s) -	
	Team 2	To be decided by each	
	Team 3	individual Bureau /	
	Team 4	Department.]	
	Team 5		
	Team 6		
	Team 7		











privacy respectful culture





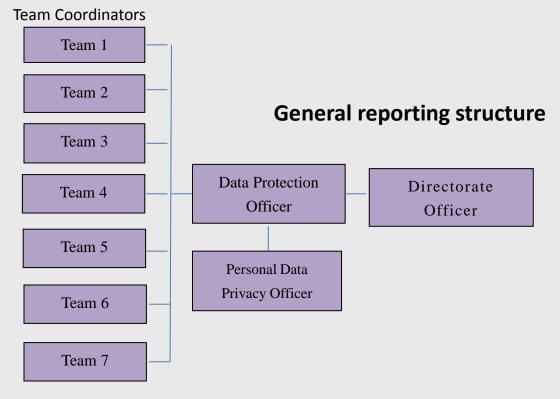
reporting structure & reporting mechanism with respect to data breach handling

















Set up of reporting mechanism with respect to data breach handling

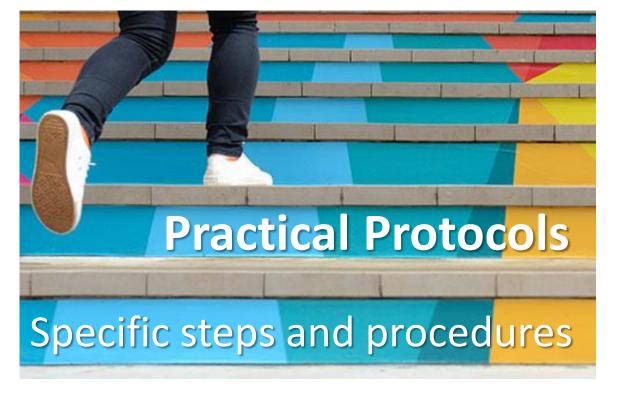


















✓ Steps for Personal Data Inventory Review







✓ Specific steps and procedures

Steps for conducting a Privacy Impact Assessment



Step 1 – Consider whether to engage professional assistance to conduct the PIA

Step 2 – Complete the PIA Questionnaire Step 3 – Review the completed PIA Questionnaire

Step 4 – Finalise the PIA Quesionnaire

Step 5 – File the PIA documents

Action by: Subject officer Action by: Subject officer Action by: Data Protection Officer Action by: Data Protection Officer & subject officer

Action by: Subject officer















Tailored templates

	N. St.	
Team/Section		
Name of data processor		
Purpose of engaging the data processor		
Brief description of personal data processed /accessed by the data processor Date of engagement with the data processor		
Part 2: Review of BUREAU / DEPARTMEN	VT's managen	ent of data processors
Questions	Yes/No	Remarks
 Do the contractual terms cover BUREAU / DEPARTMENT's right to audit and inspect how the data processor handles and stores personal data? 		
DEPARTMENT for any loss of documents, security breaches or signs of abnormalities? 3) Do the contractual terms cover the limitation of using or disclosing any personal data it receives or gains knowledge of that should be for a purpose which the personal data is entrusted to it?		
Do the contractual terms cover the sub- contract arrangement limitations and arrangements?		
Do the contractual terms cover the timely return, destruction or deletion of personal data by the data processor?		
Do the contractual terms cover the data processor's obligations to adopt practicable means to protect the data entrusted to it (e.g. appropriate security measures, personal data protection		

7) Do the contractual terms cover the consequence for violation of the contract?	
8) Is the Team/Section satisfied that the data processor had followed the contractual obligations in respect of personal data protection? If "Yes", please elaborate.	
9) If the answer to Q(8) above is "No", did the Team/Section take any actions?	
10) Has the Team/Section performed any scheduled audit/inspection on the data processor in the past three years (including supprise visity): If the answer is "Yes", please state: (a) the year of the audit/inspection (b) any irregularities identified; and (c) any remedial actions taken. If the amswer is "No", please explain why an audit/inspection is not required.	
11) If audit/inspection was performed on the data processor this year, has the Feam/Section identified any irregularities? If "Yes", please state the details and the improvement measures taken by the data processor.	
12) Has any data breach incidents occurred which involved the data processor? If "Yes", please provide the corresponding Data Breach Information Sheet as attachment (please refer to Annex Q of the PMP Manual).	

	eted by (Team Coordinator)	
Signatur	re	
Name		
Post		
Date		

Reviewed by (Data Protection Officer)
Signature
Name
Post
Date

Reviewed by (Team / Section Head)
Signature
Name
Post

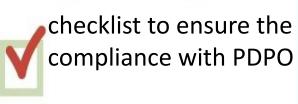
Data Processor Review





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PMP Manuals for government departments Practical Protocols













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Practical Protocols

Policies
(e.g. o

(e.g. collection of identity card, use of portable electronic storage devices, handling of DAR & DCR)





Practical Protocols

GUIDELINES

Guidelines (e.g. handling of PD obtained from Hotline, record disposal)









Comprehensive TRAINING ACTIVITIES







Engaging the Data Controllers (SMEs)





Website: PCPD.org.hk









Thematic Websites











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• Social Media www.youtube.com/user/PCPDHKSAR







Seminars, talks, speaking engagements: self-organised or upon invitation

Industry-specific and individual companies/organisations; chambers and associations

Covering both public and private sectors

In 2017: Conducted 314 professional workshops,

 talks, seminars, speaking engagements and meetings with stakeholders, with 25,038 participants







Engaging Through Education

Industry-specific tools and guidance

Online Assessment Tool for Retail Operation



Guidance Note for Beauty Industry







Engaging Through Education

- Industry-specific tools and guidance
 - at PCPD.org.hk







Engaging Through Education

Industries engaged:



Mobile apps developers





Property agents





Retail sector







Property management

Telecommunications



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中小企保障私隱運動 Privacy Campaign for SME

中小企專用諮詢 **Dedicated Enquiry Services for SME 3** 2110 1155 sme@pcpd.org.hk





Privacy Campaign for SME

- Guidance Note for SME
- A new toolkit dedicated for SME will be published
- Revamp the online selftraining module for SME
- Engage SME chambers and associations



Guidance Note

Data Protection & Business Facilitation Guiding Principles for Small and Medium Enterprises

As small and medium enterprises (SME) may not As smar and meutium enterprises tome; may incl. have their own legal and compliance departments, they risk breaching the requirements of the Personal they rose presenting the requirements of the resource Data (Privacy) Ordinance (the Ordinance) arising from Data (PTMaCy) Unumarice time Orumained arising noun inadequate knowledge of the Ordinance. To help SME understand and comply with the Ordinance, the office of the Privacy Commissioner for Personal Data, Hong or the Privacy Commissioner for Personal Conference (Nong (the PCPD) Issues these Guiding Principles after hong time techn passes trees entoring removing once faunching an online tool. Self-training Module on Protection of Personal Data for SME, with a view to protection of reasonal Data for SME; with a view to providing specific examples and practical advice to

- Collecting customers' personal data
- Use of customers' personal data
- Safeguarding customers' personal data
- Operating online businesses or services Operating business outside Hong Kong
- Marketing of products or services

- VIII. Installing CCTV for security purpose
- IX. Collecting employees' personal data for monitoring Outsourcing the processing of personal data XI. Handling data access and data correction requests

I. Collecting Customers' Personal

In handling customers' purchase orders and service appointments, SME may collect customers' personal appointments, since may conecc customers personal data, e.g. name, address, email address and sometimes tears, e.g., name, accrees, email accrees and sometimes Hong Kong Identity Card (HKID Card) number or date of reing noting identity value union value in union of union but not excessive. SME should pay special attention to

Collecting HKID Card number of a customer for

There is a misconception that HKID Card data is the silver bullet for identity authentication. As HKID Card surer touter for sterring audicritication. As the con-number is a sensitive personal data, SME, as data users, should not require customers to furnish his HKID Card number compulsorily, unless authorised by law. If SME numera compusavny, umess autriorines of mer. n. mr. intend to collect HKID Card number from a customer, they must comply with the Code of Practice on the Identity Card Number and Other Personal Identifiers numer on ourser on ourser resource manners issued by the PCPD and consider whether there are any less privacy-intrusive alternatives to the collection of

Examples of excessive collection of HKID Card

* A beauty centre requested customers, with membership cards bearing their photos, to provide HKID Card numbers in booking appointments online for identification purpose







Engaging Through Promotion

Media promotion

In 2017:

Press releases: 30









Engaging Through Promotion

ice to Face with 事 請

THOMSON REUTERS

Op-ed articles





Chairperson, Hong Kong International Arbitration Centre

[AWSOCIETY

香港國際仲裁中心主席

罪行的案情來說,那次被定罪顯然不能證

Fast Facts on the EU GDPR and Hona Kong PDPO (Major Differences) Application

EU: Data processors or controllers: · with an establishment in the EU, or

· established outside the EU, that offer

HK: Data users (controllers / processors) Data users (controllers / processors) who, either alone or jointly or in common with other persons, control the collection, holding, processing or use of the personal data in or from Hong Kong. [s.2(1)]

Personal Data FLE "Personal data" means:

 any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly. · examples of personal data explicitly

identified being extended to include location data and online identifier. [Art 4(1)] HK: "Personal data" means any data -

 (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the

identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable. [s.2(1)]

Accountability and Governance EU: Risk-based approach; data controllers are required to:

· implement technical and organisational measures to ensure compliance [Art 24];

adopt data protection by design and by default [Art 25];

conduct data protection impact assessment for high-risk processing

[Art 35]; and (for certain types of organisations) designate Data Protection Officers. [Art 37]

The accountability principle and the related privacy management measures are not explicitly stated.

The Privacy Commissioner advocates The Privacy Commissioner advocates the adoption of a privacy management programme which manifests the accountability principle. The appointment of data protection officers and the conduct of privacy impact assessment are recommended good practices for achieving

Sensitive Personal Data

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ish/data_privacy_ -yi Wong, Privacy or Personal Data, Hong Kong

保障條例》與 科(私題)條

條例》已於2018 在双重运行: 《谜 協調數碼第一市場

條例》與香港的檢

第486章《個人資 開保例》) 多為 題·在草擬《私膳 0 合作及 發展 組織 及歐盟指令 - 故此, 中數據保險條例) 石 料保障法律即来。

對歐盟以外的資料 項重大發展、景朗

在特定的情况下须遵從《通用數據保障條

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香港個人資料私隱專員公署 Privacy Commissioner for Personal Data, Hong Kong **Engaging Through Promotion**

Publications

Guidance on CCTV Surveillance

PCPD.org.hk

Use of Drones

- Topic-specific

- Industry-specific

Guidance on Data Breach Handling and the Giving





Data Protection and Respect



- Data Protection Officers' Club
 - Established in year 2000
 - Over 550 members from public and private sectors
 - A platform for members to share and exchange views







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- Data Protection Officers' Club
- Seminars, sharing sessions, visits, etc.









About DPOC
Membership

DPOC e-Newslette

DPOC's Corner

Best Practice Sharing

List of Organisational

Photo Gallery

Privacy Awareness Week

(PAW) 2016



Protection Officers' Club

Dedicated website and e-newsletter



新海田人園料品開館日間 Privacy Contrologoee for Fernanal Data, Hong Kong

SIR - BEBLARE Francisco Personalita







What's On

Privacy Commissioner Mr Stephen Wong delivered a presentation for The SME ONE of The Productivity Council titled "Why General Data Protection Regulation is Relevant to Hong Kong Businesses/Organisations" (24 May 2018)







Download Presentation Materials (Chinese only)





- Work hand in hand with data controllers for issues/data breaches
- Example: data breaches by travel agents









Hack attack on popular Hong Kong travel agent WWPKG puts customer data at risk

The agency, which specialises in Japan tours, did not say how many customers were potentially affected and if data was stolen

PUBLISHED : Tuesday, 07 November, 2017, 2:48pm UPDATED : Tuesday, 07 November, 2017, 10:53pm



- Meetings with chambers, trade associations and professional bodies; conduct seminars and sharing sessions
 - Hong Kong General Chamber of Commerce
 - Chinese General Chamber of Commerce
 - Chinese Manufacturers' Association of Hong Kong
 - American Chamber of Commerce in Hong Kong
 - British Chamber of Commerce in Hong Kong
 - Hong Kong Association of Banks
 - Hong Kong Monetary Authority
 - Hong Kong Institute of Chartered Secretaries







- Meetings and exchange of views with multinational corporations/associations for the latest developments/initiatives with privacy implications
 - Facebook: Revised privacy setting; education programmes
 - Microsoft: seminars on privacy related topics
 - Alibaba
 - PayPal
 - Visa
 - Google







- Hong Kong Federation of Insurers (HKFI): Proposed database for insurance claims
 - HKFI is considering to set up a central database to combat fraud.
 Historical claims data will be contributed to this central database by the participating insurers.
 - HKFI and PCPD have been in dialogue on this proposed initiative.
 - HKFI has taken into account PCPD's comments and has built in privacy by design in the setup of the proposed database.







DATABASE



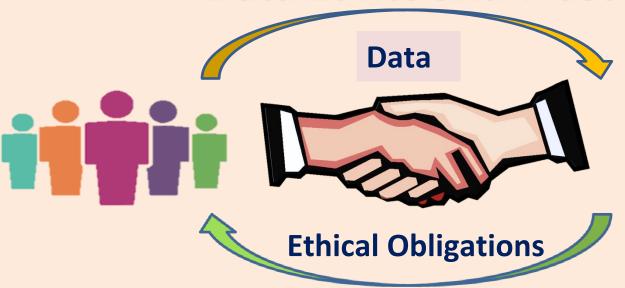
Data Ethics as a Solution





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Data Ethics and Trust



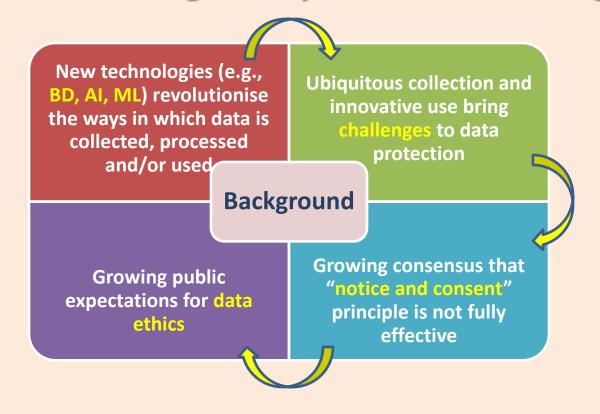


- No Surprise to Consumers
 - No Harm to Consumers





Promoting Ethics - "Legitimacy of Data Processing Project"







Project Background







Project Objectives



What does "ethical data processing" mean?

"Fair data processing"

- what would the
standards be to
describe what being

"fair" means?

What is the direct or indirect linkage between fair/ethical data processing and legal requirements, and what aspects of ethical data stewardship go beyond the law?

What are the motivators for business to adopt the principles and standards and utilise ethical data impact assessments?





Participating Organisations

23 participating organisations

- 4 banks
- 2 telecommunications companies
- 2 transportation companies
- 1 public utilities company
- 1 healthcare services provider
- 1 insurance company
- 1 credit reference agency
- 2 trade associations
- 9 organisations from other sectors





Methodology

In-person meetings

- •2 in-person meetings between the US consultancy and the participating organisations:
 - •understanding the level of maturity or "capability of privacy programs" within Hong Kong business community;
 - •sharing of practical experience of the participating organisations in adopting / implementing accountability and data ethics;
 - •discussing the data stewardship accountability elements and values, business specific "principles" that support the values, and ethical data impact assessment
- •2 in-person meetings (and email discussions) between the US consultancy and PCPD on project approach and issues
- •1 in-person meeting among all parties to be held in August 2018

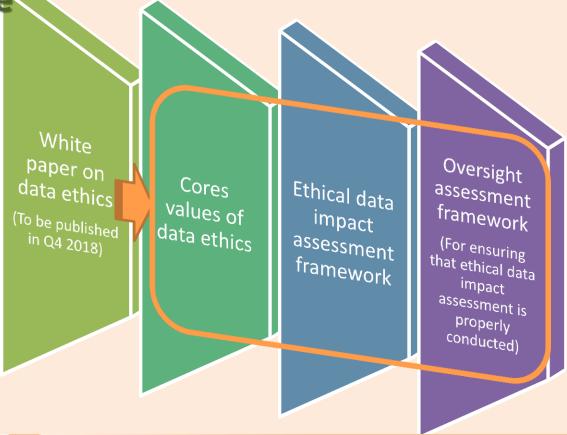
Teleconferences

• 2 teleconferences between the <u>US consultancy and participating organisations</u> subsequent to the in-person meetings to follow up on the comments gathered at the meetings





Deliverables by the Consultancy







PCPD's Strategic Focus



PCPD.org.hk







