## 附錄

# **Appendix**

### 公署組織架構

### Staff and Organization Structure

公署由個人資料私隱專員(下稱「私隱專員」)掌管,負責全面監察和監管私隱條例的施行,並促使各界依從條例的規定。此外,私隱專員亦負責管理公署的整體行政工作。副個人資料私隱專員在公署的整體行政方面協助私隱專員,同時亦是執行部的主管。

PCPD is headed by the Privacy Commissioner for Personal Data ("the Privacy Commissioner") who has overall responsibility for promoting, monitoring and supervising compliance with the Ordinance and administering the activities of the PCPD. A Deputy Privacy Commissioner for Personal Data assists the Privacy Commissioner in the overall administration and heads the Operations Division.

## 副個人資料私隱專員

**Deputy Privacy Commissioner for Personal Data** 

### 執行部 Operations Division

### 職責:

Responsibilities:

◆ 接受市民向私隱專員提出的投 訴,並且就投訴採取行動; Receiving and taking action on complaints lodged with the Privacy Commissioner;

就涉嫌違反私隱條例規定的事宜

- 進行調查,並且採取適當的跟進 行動,以確保違例者遵守私隱條 例的規定:及 conducting investigations of suspected breaches of the Ordinance and taking appropriate follow-up actions to ensure compliance with its provisions; and
- ◆ 就可能對個人資料私隱有所影響 的事宜提供意見。 providing advice on matters that may affect the privacy of individuals in relation to personal
- 處理市民及機構私隱條例提出的 查詢;Dealing with general enquiries

Dealing with general enquiries from members of the public and organizations concerning the provisions of the Ordinance;

- ◆ 對資料使用者被指可能違反私隱條例規定的行事方式進行循規查察行動;
  - carrying out compliance checks in relation to alleged practices of data users that might be inconsistent with the requirements of the Ordinance;
- 處理資料使用者提出的自動核對 資料程序申請:及 handling applications from data users for approval of automated data matching procedures; and
- ◆ 就個人資料系統制定政策及程序,並進行有關視察工作,以及就如何進一步遵守私隱條例規定,向資料使用者提出建議。 developing policies and procedures on, and undertaking inspections of, personal data systems and making recommendations to the data users concerned for improved compliance with the provisions of the Ordinance.

#### 行政部 Administration Division

### 職責:

Responsibilities:

- ◆ 制定並落實人力資源計劃,以達致 公署的目標;
  - Administering the strategic planning and activities of human resources to achieve office objectives;
- - providing office administrative, financial and translation supports;
- ◆ 資訊系統管理:及 administering the information systems management; and
- ◆ 為個人資料(私隱)諮詢委員會提供 統籌及秘書支援服務。 coordinating and providing secretarial
  - coordinating and providing secretarial support to the Personal Data (Privacy) Advisory Committee.

在本年報期完結時,公署的職員編制為 39人,以下為公署組織架構圖:

The PCPD had a total establishment of 39 staff at the end of the period under review and the chart below shows its organization:

## 公署組織架構圖 Organization Chart

### 個人資料私隱專員 **Privacy Commissioner for Personal Data**

### 政策部 **Policy Division**

### 職責:

Responsibilities:

- 就個人資料私隱問題制定政策 立場;
  - Developing policy positions on issues with respect to privacy in relation to personal data;
- 就私隱專員擬發表意見的問題, 進行比較研究及擬備立場書; 及 undertaking comparative research and drafting position papers on such issues for publication by the Privacy Commissioner; and
- 協助草擬實務守則。 assisting in the preparation of codes of practice.

### 法律部 **Legal Division**

#### 職責:

Responsibilities:

- 為公署各方面的工作提供法律意見 並處理一切法律事宜; Provision of legal advice in respect of
  - all aspects of the work of the PCPD and dealing with all legal matters;
- 監察與公署工作有關的海外資料 保障法律的發展; monitoring developments in overseas data protection laws insofar as they are relevant to the work of the PCPD;
- 檢討可能對個人資料私隱構成影 響的現行及建議中的香港法例並 作出報告;及 reviewing and reporting on existing and proposed Hong Kong legislation that may affect the privacy of the individual with respect to personal data; and
- 代表私隱專員出席法庭及行政上訴 委員會的聆訊。 representing the Privacy

# Commissioner in any relevant court or Administrative Appeals Board

hearings.

### 機構傳訊部 Corporate Communications Division

#### 職責:

Responsibilities:

- 策劃及推行推廣及公眾教育 活動;
  - Developing and implementing promotion and public education programmes;
- 為機構舉辦研討會及講座,教 育有關機構認識私隱條例的規 定;及
  - organizing seminars and presentations for organizations to educate them on the requirements of the Ordinance; and
- 對新聞界的查詢作出回應並安排 記者會。
  - responding to press enquiries and arranging press briefings.