

# 附錄

## Appendices

### 公署組織架構

#### Organizational Structure

#### 執行部 Operations Division

##### 職責：

- ⇒ 接受市民向私隱專員提出的投訴，並且就投訴採取行動；
- ⇒ 就涉嫌違反條例規定的事宜進行調查，並且採取適當的跟進行動，以確保違例者遵守條例的規定；及
- ⇒ 就可能對個人資料私隱有所影響的事宜提供意見。

##### Responsibilities:

- ⇒ Receiving and taking action on complaints lodged with the Commissioner;
- ⇒ conducting investigations of suspected breaches of the Ordinance and taking appropriate follow-up actions to ensure compliance with its provisions; and
- ⇒ providing advice on matters that may affect the privacy of individuals in relation to personal data.

#### 審查部 Compliance Division

##### 職責：

- ⇒ 處理市民及機構就條例提出的查詢；
- ⇒ 對資料使用者被指可能違反條例規定的行事方式進行循規查察行動；
- ⇒ 處理資料使用者提出的自動核對資料程序申請；及
- ⇒ 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條例規定，向資料使用者提出建議。

##### Responsibilities:

- ⇒ Dealing with general enquiries from members of the public and organizations concerning the provisions of the Ordinance;
- ⇒ carrying out compliance checks in relation to alleged practices of data users that might be inconsistent with the requirements of the Ordinance;
- ⇒ handling applications from data users for approval of automated data matching procedures; and
- ⇒ 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：

- ⇒ 制定並落實人力資源計劃，以達致公署的目標；
- ⇒ 提供辦公室管理、財務及翻譯支援服務；
- ⇒ 資訊系統管理；及
- ⇒ 為個人資料(私隱)諮詢委員會提供統籌及秘書支援服務。

##### Responsibilities:

- ⇒ Administering the strategic planning and activities of human resources to achieve office objectives;
- ⇒ providing office administrative, financial and translation supports;
- ⇒ administering the information systems management; and
- ⇒ coordinating and providing secretarial support to the Personal Data (Privacy) Advisory Committee.

公署組織架構(續)

Organizational Structure (continued)

<p>政策部 Policy Division</p>	<p>法律部 Legal Division</p>	<p>機構傳訊部 Corporate Communications Division</p>
<p><b>職責：</b></p> <ul style="list-style-type: none"> <li>⇒ 就個人資料私隱問題制定政策立場；</li> <li>⇒ 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</li> <li>⇒ 協助草擬實務守則。</li> </ul>	<p><b>職責：</b></p> <ul style="list-style-type: none"> <li>⇒ 為公署各方面的工作提供法律意見並處理一切法律事宜；</li> <li>⇒ 監察與公署工作有關的海外資料保障法律的發展；</li> <li>⇒ 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</li> <li>⇒ 代表專員出席法庭及行政上訴委員會的聆訊。</li> </ul>	<p><b>職責：</b></p> <ul style="list-style-type: none"> <li>⇒ 策劃及推行推廣及公眾教育活動；</li> <li>⇒ 為機構舉辦研討會及講座，教育有關機構認識條例的規定；及</li> <li>⇒ 對新聞界的查詢作出回應並安排記者會。</li> </ul>
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>⇒ Developing policy positions on issues with respect to privacy in relation to personal data;</li> <li>⇒ undertaking comparative research and drafting position papers on such issues for publication by the Commissioner; and</li> <li>⇒ assisting in the preparation of codes of practice.</li> </ul>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>⇒ Provision of legal advice in respect of all aspects of the work of the PCPD and dealing with all legal matters;</li> <li>⇒ monitoring developments in overseas data protection laws insofar as they are relevant to the work of the PCPD;</li> <li>⇒ reviewing and reporting on existing and proposed Hong Kong legislation that may affect the privacy of the individual with respect to personal data; and</li> <li>⇒ representing the Commissioner in any relevant court or Administrative Appeals Board hearings.</li> </ul>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>⇒ Developing and implementing promotion and public education programmes;</li> <li>⇒ organizing seminars and presentations for organizations to educate them on the requirements of the Ordinance; and</li> <li>⇒ responding to press enquiries and arranging press briefings.</li> </ul>

## 公署曾參與的講座的主辦機構名單

(2008年4月1日至2009年3月31日)

## Organizations Which Had Held Seminars with PCPD Participation

(1 April 2008 – 31 March 2009)

機構名稱	Organization
國衛保險有限公司	AXA Asia Pacific Holdings Limited
中國銀行(香港)有限公司	Bank of China (Hong Kong) Limited
佛教李嘉誠護理安老院	Buddhist Li ka Shing Care and Attention Home for the Elderly
中原地產代理有限公司	Centaline Property Agency Limited
世紀21香港有限公司	Century 21 Hong Kong Limited
信諾環球人壽保險有限公司	CIGNA Worldwide Life Insurance Company Limited
中信証券國際	CITIC Securities International
政制及內地事務局	Constitutional and Mainland Affairs Bureau
大新銀行	Dah Sing Bank, Limited
衛生署	Department of Health
律政司 「2007-2008年度內地法律工作人員普通 法訓練計劃」	Department of Justice- Training Scheme in Common Law for Mainland Official 2007-2008
敦豪國際速遞(香港)有限公司	DHL Express (Hong Kong) Limited
基督教香港信義會信義中學	ELCHK Lutheran Secondary School
地產代理監管局	Estate Agents Authority
富邦銀行(香港)有限公司	Fubon Bank (Hong Kong) Limited
恒生銀行	Hang Seng Bank Limited
恒生物業管理有限公司	Hang Seng Real Estate Management Limited
香港交易及結算所有限公司	Hong Kong Exchanges and Clearing Limited
香港家庭福利會	Hong Kong Family Welfare Society
香港房屋協會	Hong Kong Housing Society

## 公署曾參與的講座的主辦機構名單(續)

(2008年4月1日至2009年3月31日)

## Organizations Which Had Held Seminars with PCPD Participation (continued)

(1 April 2008 – 31 March 2009)

機構名稱	Organization
香港人力資源管理學會 「僱傭法例及僱傭關係證書課程」	Hong Kong Institute of Human Resource Management “Certificate in Employment Law and Employee Relations”
香港醫學會	Hong Kong Medical Association
香港警務處	Hong Kong Police Force
香港置業(地產代理)有限公司	Hong Kong Property Services (Agency) Ltd.
聖公會麥理浩夫人中心	HKSKH Lady MacLehose Centre
養和醫院	Hong Kong Sanatorium & Hospital
香港盲人輔導會	Hong Kong Society for the Blind
香港跆拳道協會	Hong Kong Taekwondo Association
香港道教聯合會玄圓學院第二中學	HKTA The Yuen Yuen Institute No.2 Secondary School
香港運輸物流及管理有限公司	Hong Kong Transport, Logistics & Management Company Limited
醫院管理局	Hospital Authority
房屋署	Housing Department
稅務局	Inland Revenue Department
司法機構	Judiciary
勞工處	Labour Department
民亮發展有限公司	Main Shine Development Ltd.
美聯物業	Midland Realty
美麗華酒店企業有限公司	Miramar Hotel and Investment Company, Limited
新創建交通服務有限公司	NWS Transport Services Limited
電訊管理局	Office of the Telecommunications Authority
—	Professional Training Institute

## 公署曾參與的講座的主辦機構名單(續)

(2008年4月1日至2009年3月31日)

## Organizations Which Had Held Seminars with PCPD Participation (continued)

(1 April 2008 – 31 March 2009)

機構名稱	Organization
邦民日本財務(香港)有限公司	Promise (HK) Co Ltd
專業資訊保安協會及 香港互聯網協會	Professional Information Security Association & Internet Society Hong Kong
渣打銀行(香港)有限公司	Standard Chartered Bank (Hong Kong) Limited
學生資助辦事處	Student Financial Assistance Agency
香港中華廠商聯合會 「勞工法例及僱傭實務」證書課程	The Chinese Manufacturers' Association of Hong Kong "Certification Course in Labour Legislation & Practical Employment"
香港中文大學 那打素護理學院	The Chinese University of Hong Kong The Nethersole School of Nursing
香港中文大學- 東華三院社區書院	The Chinese University of Hong Kong-Tung Wah Group of Hospitals Community College
香港教育學院 幼兒教育學系 「幼稚園校長證書課程」	The Hong Kong Institute of Education Department of Early Childhood Education "Certificate Course for Kindergarten Principals"
香港賽馬會	The Hong Kong Jockey Club
香港理工大學 企業經管人才發展中心	The Hong Kong Polytechnic University Management and Executive Development Centre "Human Resource Management Programme for Executive Officers I & II of the Government of HKSAR"
香港耆康老人福利會	The Hong Kong Society for the Aged
東華三院張明添中學	TWGHs Chang Ming Thien College
香港大學圖書館	University of Hong Kong – University Libraries
市區重建局	Urban Renewal Authority
職業訓練局 工商資訊學院	Vocational Training Council- School of Business and Information Systems
基督教懷智服務處	Wai Ji Christian Service
維律顧問有限公司	Wellex Consultancy Limited