

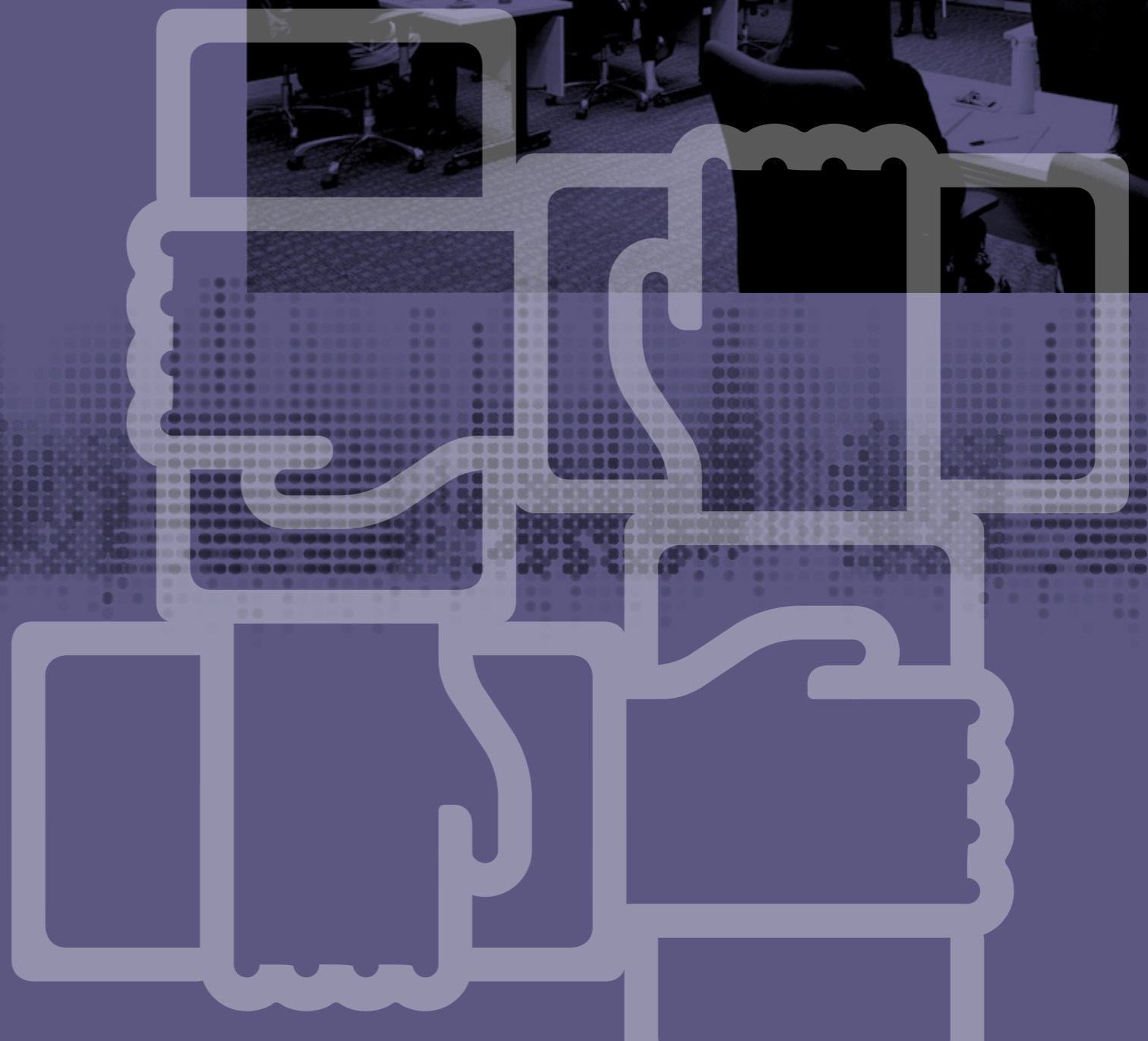
# 建立 專業團隊 Building a Professional Team

## 人和及嘉許

行政部致力精簡工序，採取措施提升士氣和效率，對員工的努力作出嘉許，並建立及保持團隊最高的忠誠。

## Our People and Commendations

The Administration Division makes a continuous effort to streamline work procedures, and to put in place measures to enhance staff morale, productivity and recognition. We aim to build and maintain the highest standards of honesty and integrity.



行政部致力建立合乎公眾期望的專業團隊。我們很高興取得下述成績：

### 職員晉升及培訓

公署致力透過晉升及培訓，支持員工的事業發展。在2015至16年度，公署共有10名員工獲得晉升。

Our Administration Division was committed to building and maintaining a professional team of the standard expected of us. We are delighted to share our achievements:

### STAFF PROMOTION AND TRAINING

The PCPD is dedicated to supporting the career development of all staff through training and promotion. In 2015-16, 10 staff members were promoted.



公署繼續提供不同類型的內部培訓課程，裝備不同職級的人員應付新挑戰及轉變所需的專業技能。培訓課程包括：

- 入職培訓
- 資訊科技與私隱講座
- 強積金講座
- 《保障個人資料：跨境資料轉移指引》簡介會
- 閉路電視監察簡介會
- 《電子健康紀錄互通系統條例》生效日期簡介會
- 電子健康紀錄單張及新常務指示簡介會
- 直接促銷及網絡欺凌的分享會
- 查閱資料要求個案的分享會
- 有關人力資源管理投訴個案的分享會
- 行政上訴委員會近期個案的分享會
- 應對投訴人的分享會
- 物業管理個案分享會
- 有關電訊業投訴的分享會
- 網絡安全及數碼鑑證調查的分享會
- 循規及審計的培訓
- 面對職場語言暴力的培訓
- 壓力及情緒管理的培訓
- 領導力基本原則的培訓
- 互聯網及網絡調查的培訓

To equip staff at different levels with the necessary knowledge and skill in order to meet the new challenges and changing needs ahead, the PCPD continued to organise a wide range of in-house training programmes during the year, including the following:

- Induction programmes for new recruits
- IT and privacy seminars
- MPF seminar
- Briefing session on the Guidance on Personal Data Protection in Cross-border Data Transfer
- Briefing session on CCTV surveillance
- Briefing session on commencement date for the Electronic Health Record Sharing System Ordinance
- Briefing session on the Electronic Health Record Sharing System leaflets and the new Standing Instruction
- Sharing session on direct marketing and cyber-bullying
- Sharing session on data access request cases
- Sharing session on human resource management-related complaint cases
- Sharing session on recent Administrative Appeals Board cases
- Sharing session on managing complainants
- Sharing session on cases relating to property management
- Sharing session on complaints relating to telecommunications industry
- Sharing session on cybersecurity and digital forensics investigation
- Training on compliance and audit
- Training on tackling verbal violence in the workplace
- Training on stress and EQ management
- Training on leadership fundamentals
- Training on Internet and network investigation

### 招聘

公署在本年度增聘了人手，為不同職系進行了五次公開招聘，以應付公眾對公署的專業及優質服務的要求。年內共有12名新職員加入公署各部門。

### RECRUITMENT

To cope with the rising demand for professional and high quality services, we strengthened our workforce and conducted five open-recruitment exercises for various grades during the year. As a result, 12 new staff joined the PCPD in various divisions.



#### 新入職員工 Newcomer

我主要的職責是協助處理公署的收支和賬目。在工作中，我認識到不同部門的同事，很感謝同事們的熱心幫助。在加入公署之前的商業機構工作經驗中，我對私隱法例是模糊不清的。但是，我加入公署已經一年了，很高興在這裡除了可以學習到不同範疇的會計知識外，更清晰地認識到《個人資料（私隱）條例》。

I am mainly responsible for assisting in handling the PCPD's financial and accounting matters. I am grateful that colleagues of different divisions have helped me a lot at work. Before joining the PCPD, I was not familiar with the privacy law as I had been working in the commercial sector. But after one year's work here, I am happy that I have learnt about the Personal Data (Privacy) Ordinance in addition to acquiring accounting knowledge of different aspects.



楊笑琴  
行政助理（財務）  
Candy YEUNG  
Administrative Assistant (Finance)



### 內部循規審查

公署致力提高企業管治水平，自2011年起每年進行內部循規審查以：

- (a) 確定會計、財務、採購及行政方面的既定管控制程序是否獲得適當遵從；
- (b) 識別不正常及沒有遵從規定的情況；及
- (c) 就改善內部的管控制作出建議。

2015年，來自不同部門的四名員工獲委任為查核人員，對2014-15年度的相關記錄進行循規審查，然後直接向私隱專員匯報結果。是次審查發現些微的不正常情況，公署已作出適當的改善及跟進行動，以提高內部管理及企業管治。審查結果亦呈交個人資料（私隱）諮詢委員會。委員讚賞公署透過循規審查，成功提升企業管治，並稱讚公署以專業態度進行整項工作。

### INTERNAL COMPLIANCE CHECK

As part of a package of improvement measures to enhance corporate governance, the PCPD set up an Internal Compliance Check mechanism since 2011. Annual checking is conducted:

- (a) to confirm whether established control procedures for the accounting, finance, procurement and administrative functions were being properly followed;
- (b) to identify irregularities or cases of non-compliance; and
- (c) to make recommendations on the improvement of internal controls.

In 2015, four officers from different divisions were appointed to conduct compliance checks of the 2014-15 records and report their findings directly to the Commissioner. Some minor irregularities were spotted and appropriate remedial and other follow-up actions were taken to enhance the PCPD's internal management and corporate governance. The findings were also presented to the Personal Data (Privacy) Advisory Committee. Members appreciated the PCPD's success in enhancing corporate governance through the compliance checks and commended that the 2015 exercise was conducted in a professional manner.



**長期服務員工獎**

我們每年舉辦長期服務員工嘉許禮，以表揚同事多年來忠誠服務。在2015至16年度，共有六名員工獲獎。



黎智敏女士是其中一位獲獎員工，她已為公署服務逾十載。  
Ms Joyce Lai was one of the staff members who received the awards. She has been serving in the PCPD for more than a decade.

**嘉許**

公署接獲36封／個來自公眾及海外資料保障機構的感謝信及讚賞。

**LONG SERVICE AWARDS FOR STAFF MEMBERS**

A Long Service Award presentation is held annually to recognise staff members for their loyalty, commitment and diligence. In 2015-16, six staff members received the awards.

**COMMENDATIONS**

Thirty-six appreciation letters and compliments were received from members of the public and overseas data protection authorities for the performance of the staff of the PCPD during the report year.

**感言 Sharing**



陳慧兒  
個人資料人事主任  
Zuki CHAN  
Personal Data Executive  
(Personnel)

2015年對人事組而言，是充滿挑戰的一年。新的人力資源方向和政策不僅帶領公署進入新時代去履行法定的職能，亦為人事組帶來嶄新的經驗。感謝各同事的合作，讓每個挑戰成為寶貴的學習機遇，令我們的團隊更為成熟、專業，在處理各項與人力資源管理有關的事務上更具效率及效能。

在未來的日子，人事組會繼續力臻完善，服務公眾及公署每一位同事。

2015 was a year of challenges to the Personnel Unit. New human resources directives and policies not only brought the PCPD to a new era in discharging the statutory duties, but also enriched the Personnel Unit with many brand new experiences. Thankful to the good spirit of our team which made every project a valuable opportunity of learning, we have become more and more mature and professional in handling every issue regarding human resource management in an effective and efficient manner.

In the days ahead, our team would continue to strive for excellence in delivering our services to both internal and external customers of the PCPD.

**員工活動**

公署在本年度為員工舉辦了不同的活動，促進同事間建立和諧的工作關係和團隊精神，包括匡智慈善曲奇義賣、中秋節午餐聚會及聖誕聯歡會。

**STAFF ACTIVITIES**

To foster a harmonious working relationship and team spirit among staff members, various activities were organised during the year, including a Hong Chi Charity Cookies Sale, a lunch gathering for the Mid-autumn Festival, and a Christmas Party.

