



Building a High Quality Professional Team

建立高質素
專業團隊

效率及成本效益

企業支援及查詢部致力精簡工序，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水平的忠誠和成本效益。

Efficiency and Cost-effectiveness

The Corporate Support and Enquiries 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, integrity and cost-effectiveness.



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2016至17年度，公署共有八名員工獲得晉升。



STAFF PROMOTION AND TRAINING

The PCPD is dedicated to supporting the career development of all staff through training and promotion. In 2016-17, eight 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
- 強積金講座
- 公署與積金局的工作交流會
- 調解分享會
- 行政上訴委員會近期個案的分享會
- 專業英語寫作的培訓
- 中文寫作的培訓
- 急救課程

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

- Induction programmes for new recruits
- MPF seminar
- Sharing session on MPFA's work and handling of personal data pertaining to MPFA's complaints and enquiries
- Sharing session on mediation
- Sharing session on recent Administrative Appeals Board cases
- Training on professional English writing
- Training on Chinese writing
- First aid course

招聘

公署在本年度增聘了人手，為不同職級進行了三次公開招聘，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。

為擴闊大學生的視野及協助他們了解公署的運作，我們在本年度展開實習計劃。10名實習生獲分派到不同部門，接受在職培訓。

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) 就改善內部的管控作出建議。

2016年，來自不同部門的三名員工獲委任為查核人員，對2015-16年度的相關紀錄進行循規審查，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。審查結果亦呈交個人資料(私隱)諮詢委員會。

RECRUITMENT

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

To widen the horizon of university students and help them understand the operation of the PCPD, we started an internship programme during the year. 10 interns were assigned to different divisions and given on-the-job training.

INTERNAL COMPLIANCE CHECK

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

- (a) Confirm whether established control procedures for the accounting, finance, procurement, and administrative functions are being properly followed;
- (b) Identify irregularities or cases of non-compliance; and
- (c) Make recommendations on the improvement of internal controls.

In 2016, three officers from various divisions were appointed to conduct the compliance checks of the 2015-16 records and report their findings directly to the Commissioner. Some minor irregularities were identified and appropriate remedial or other follow-up actions were taken thereafter. The findings were also presented to the Personal Data (Privacy) Advisory Committee.

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2016至17年度，共有兩名員工獲得二十年長期服務獎。

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 2016-17, two staff members received the 20-year service awards.



嘉許

公署接獲 12 封／個來自公眾及機構的感謝信和讚賞。

COMMENDATIONS

12 appreciation letters and compliments were received from members of the public and organisations for the performance of the staff of the PCPD during the report year.

感言 Sharing

我是企業支援及查詢部的行政助理，為公署不同部門提供適切的行政及資訊科技支援，以協助同事們有效地執行職務、公署暢順地運作。雖然我加入公署只短短數月，但是我已分別接觸到公署不同範疇的工作，令我對公署各部門的運作有深入的了解。我深深體會到公署各員無分彼此，為推廣「保障、尊重個人資料私隱」同心同德，一起努力、一起分擔。我期望繼續與各同事攜手在實現公署的共同目標上作出更多貢獻。

Being an Administrative Assistant in Corporate Support & Enquiries Division, I provide timely administrative and IT support to different divisions to assist in the effective and smooth operation of the office. Despite the fact that I joined the PCPD only a few months ago, I have already been engaged in wide-ranging areas of work, which has deepened my understanding of the operation of different divisions. I am impressed by the endeavour and enthusiasm of all the staff in believing and promoting "Protect, Respect Personal Data". I hope I can continue to contribute to the realisation of the mission with all my colleagues.

馮應洲

行政助理（企業支援及查詢）

Charles FUNG

Administrative Assistant (Corporate Support & Enquiries)



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，包括氣功班、公益月餅2016、公益綠識日、中秋節午餐聚會及聖誕聯歡會。

為提高員工的歸屬感，自2016年9月起，由各部門員工組成的私隱休閒區工作小組不時舉辦各類活動，慶祝同事生日、升職、添丁及其他開心時刻。小組亦於午膳時間在私隱休閒區舉辦興趣班。

STAFF ACTIVITIES

To foster a harmonious working relationship and team spirit among staff members, various activities were organised throughout the year, including Qigong class, Mooncakes for Charity 2016, the Community Chest Green Day, a lunch gathering for the Mid-autumn Festival, and a Christmas party.

To further enhance a sense of belonging among the staff, a Privacy Lounge Working Group comprising staff members from different divisions of the PCPD, has organised various activities for celebration of birthday, promotion, new-born babies, and other pleasant moments of colleagues since September 2016. Interest classes were also held at the Privacy Lounge during lunch hours.

