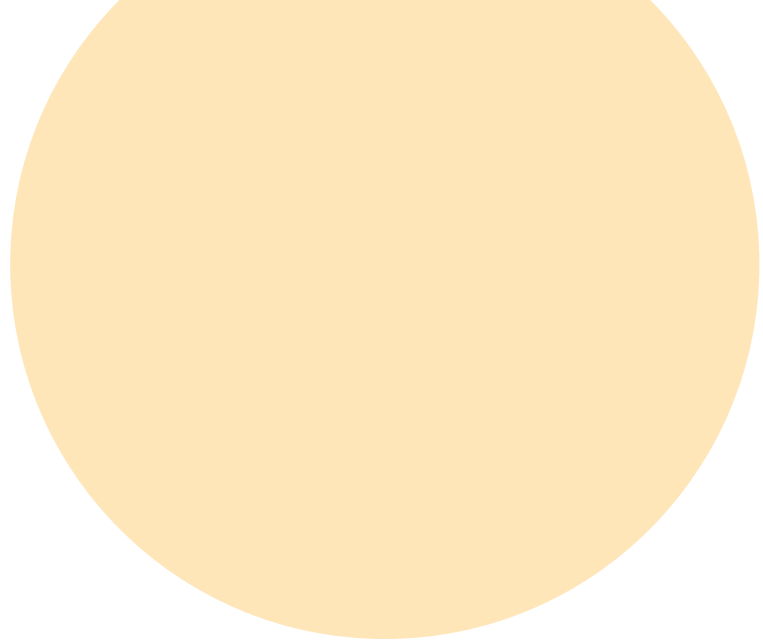


BUILDING A HIGH QUALITY PROFESSIONAL TEAM

建立高質素專業團隊





忠誠、效率及成本效益

公署一直透過不同措施提升士氣和效率，提供相關培訓，對員工的努力作出嘉許，同時致力精簡程序，以建立團隊最高水平的忠誠和歸屬感，並加強工作成本效益。



LOYALTY, EFFICIENCY AND COST-EFFECTIVENESS

The PCPD makes a continuous effort to enhance staff morale and productivity, provide relevant training, promote staff recognition, and at the same time streamline work procedures. We aim to build the highest standards of honesty, integrity and sense of belonging, and meanwhile enhance cost-effectiveness.



員工晉升及培訓

公署致力透過晉升及培訓，扶植員工的事業發展。在報告年度內，公署共有五名員工獲得晉升。

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要的專業技能。培訓課程包括：

- 入職培訓
- 普通話培訓
- 強積金講座
- 網絡安全講座
- 行政上訴委員會近期個案分享會
- 電腦應用程式實用功能分享會



STAFF PROMOTION AND TRAINING

The PCPD is dedicated to fostering the career development of all staff through training and promotion. During the reporting year, five staff members were promoted.

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

- Induction programme for new recruits
- Putonghua workshops
- MPF seminar
- Talk on cybersecurity
- Sharing session on Administrative Appeals Board recent cases
- Sharing session on useful features of computer applications

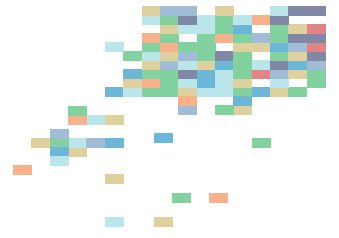


招聘

公署在報告年度內為不同職級進行公開招聘，以應付公眾對我們的專業及優質服務的需求。年內共有九名新員工加入公署各部門。

RECRUITMENT

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



長期服務員工獎

我們每年舉辦長期服務員工嘉許禮，以表揚同事多年來的忠誠服務。在報告年度內，共有八名員工獲得十年長期服務獎及三名員工獲得二十年長期服務獎。

LONG SERVICE AWARDS

A Long Service Award presentation is held annually to recognise staff members for their loyalty and commitment. During the reporting year, eight and three staff members received the 10-year and the 20-year service awards respectively.



公署榮獲的獎項

公署一直貼心照顧員工所需，更將對員工的關懷延伸至他們的家人。公署員工的表現亦獲其他機構嘉許。

公署尊重及支持員工選擇餵哺母乳，自2016年起推行母乳餵哺友善工作間，設置私隱度高、配套合適的集乳室，讓員工產後復工時，能在舒適的環境繼續餵哺母乳，令母乳餵哺與工作得以兼容。公署的有關工作獲得認同，於香港母乳育嬰協會主辦的「2017我最喜愛的集乳室選舉」中榮獲「最關懷媽媽企業」獎項。



兩名公署員工榮獲「2017年申訴專員嘉許獎」公職人員獎，以表揚他們在處理查詢和投訴的卓越及專業表現。



AWARDS WON BY THE PCPD

The PCPD has always cared about staff well-being and the caring spirit is extended to their family members. Our staff's performance is also well recognised by other organisations.

The PCPD respects and supports staff members' choices to breastfeeding. Since 2016, it has established a breastfeeding-friendly workplace by setting up a lactation room to provide friendly suitably equipped and private environment for breastfeeding employees. The PCPD was awarded the "Most Breastfeed-caring Corporate Award" in the "2017 My Favourite Lactation Room Contest" organised by the Hong Kong Breastfeeding Mothers' Association in recognition of our work on encouraging breastfeeding.

Two staff members received Individual Awards for Officers of Public Organisations in "The Ombudsman Awards 2017" for their exemplary performance and professionalism in handling enquiries and complaints.





嘉許

在報告年度內，公署接獲 23 次來自公眾及不同機構的嘉許，感謝和讚賞公署員工的工作。

員工活動

公署在本報告年度為員工舉辦了不同的活動，以促進同事間建立和諧的工作關係和團隊精神，例如公益月餅、公益行善「折」食日及公益便服日。

為提高員工的歸屬感，由各部門員工組成的私隱休閒區工作小組不時舉辦各類員工活動。小組亦於午膳時間在私隱休閒區舉辦興趣班。

COMMENDATIONS

During the reporting year, 23 commendations were received from members of the public and organisations for the outstanding performance of our staff.

STAFF ACTIVITIES

To foster harmonious working relationship and team spirit among staff members, various activities were organised throughout the reporting year, e.g. Mooncakes for Charity, Skip Lunch Day and Dress Casual Day.

To enhance a sense of belonging among our staff, the Privacy Lounge Working Group comprising staff members from different divisions has organised various staff activities. Interest classes were also held at the Privacy Lounge during lunch hours.



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妥善依循；
- (b) 識別異常及違規情況；及
- (c) 就改善內部的管控作出建議。

2017 年，來自不同部門的三名員工獲委任為查核人員，就 2016-17 年度的紀錄進行循規審查，並向私隱專員匯報結果。是次審查發現些微異常情況，公署已作出改善及跟進行動，並將結果呈交個人資料(私隱)諮詢委員會。

INTERNAL COMPLIANCE CHECK

As part of our 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 accounting, finance, procurement and administrative functions have been properly followed;
- (b) identify irregularities or cases of non-compliance; and
- (c) make recommendations to improve internal controls.

In 2017, three officers from different divisions were appointed to conduct compliance checks for the 2016-17 records and report their findings to the Privacy Commissioner. Some minor irregularities were identified and appropriate remedial and follow-up actions were taken thereafter. The findings were presented to the Personal Data (Privacy) Advisory Committee.