

Building a Professional Team

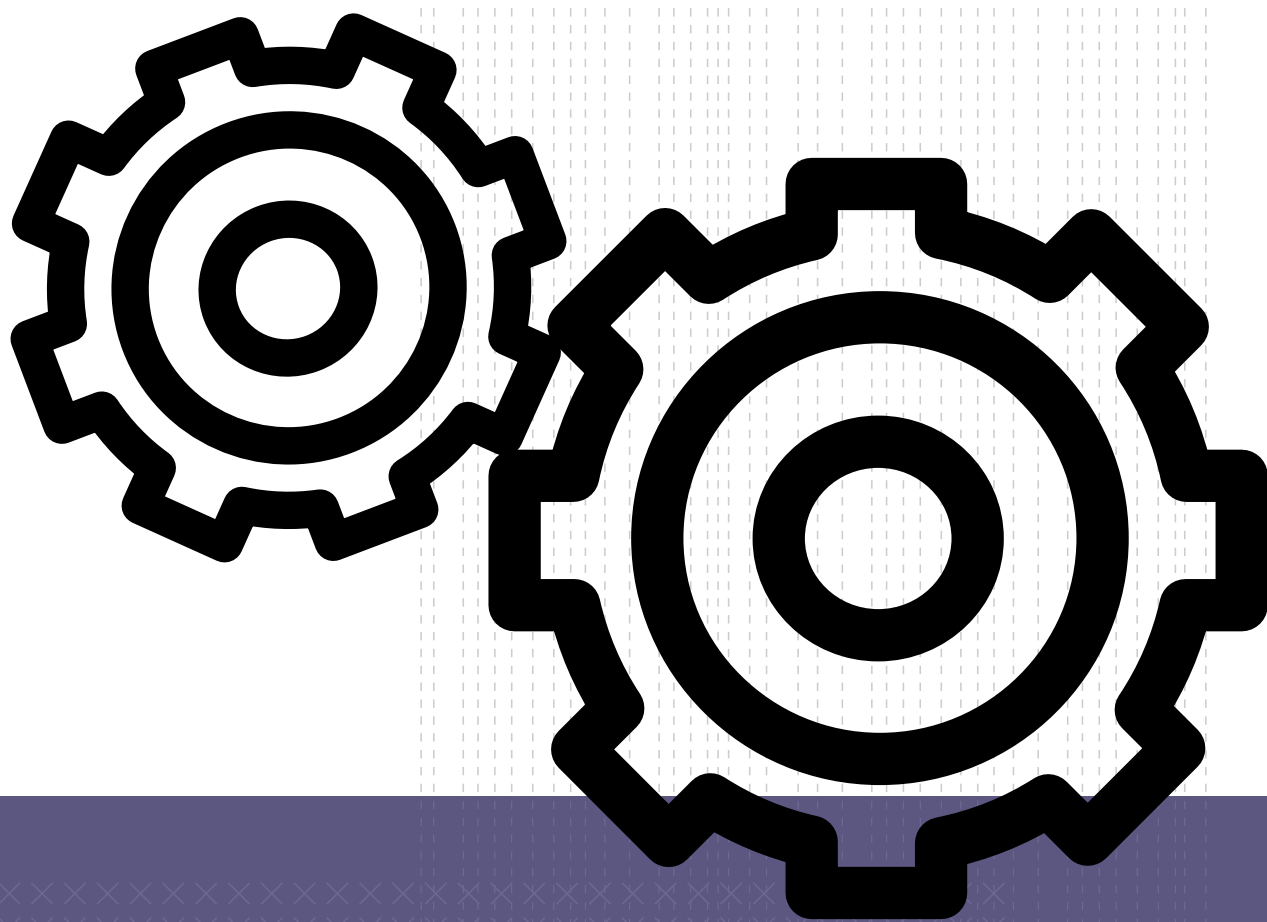
建立專業團隊

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.



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2014至15年度，公署共有兩名員工獲得晉升。

公署在2014年4月完成對員工培訓津貼措施的檢討，當中的改善措施包括預留了一筆相當可觀的培訓津貼，資助員工參加自選課程，讓員工持續進修及提升專業水平。與此同時，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
- 防火講座
- 存檔技巧工作坊
- 《個人資料(私隱)條例》主要豁免條文簡介會
- 服務供應商妥善發放資料簡介會
- 行政上訴委員會近期個案的分享會
- 時間管理的培訓
- 專業演講技巧的培訓
- 處理難纏的人士及回覆投訴的培訓

STAFF PROMOTION AND TRAINING

The PCPD is dedicated to the career development of all staff through training and promotion. In 2014-15, two staff members were promoted.

In April 2014, the PCPD completed a review of its staff training policies and practices. Among other improvements, a sizeable training budget was set aside to provide subsidy to staff attending self-arranged courses for continuous learning and professional growth. In parallel, to equip staff at different levels with the necessary knowledge and skill set 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
- Fire safety talk
- Workshop on filing skills
- Briefing session on *Major Exemptions from the Personal Data (Privacy) Ordinance*
- Briefing session on the *Proper Release of Information by Service Providers*
- Sharing session on recent AAB cases
- Training on time management
- Training on professional presentation skills
- Training on dealing with difficult people and replying to complaints



招聘

公署在本年度增聘了人手，為不同職系進行了10次公開招聘，以應付公眾對公署的諮詢服務及執法工作日益增加的需求。年內共有11名新職員加入公署各部門。



新入職員工 Newcomer

作為行政部的新成員，我希望能為公署提供適時及可靠的後勤支援。我相信在私隱專員的領導下，機構由「循規守法轉向至以問責為本」這個目標，將會很快在香港實現，而公署亦會在保障私隱及個人資料的範疇，再創佳績。

As a new member of the Administration Division, I hope to be able to provide timely and reliable back-office support to the PCPD.

I believe that under the leadership of the Commissioner, the goal of adopting the paradigm shift from compliance to accountability by organisations in Hong Kong will soon be realised, and the PCPD will achieve more in the area of privacy and personal data protection.

蕭美寶

助理經理(行政及人事)

Mabel SIU

Assistant Manager (Administration and Personnel)

內部循規審查

公署致力提高企業管治水平，在2014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。

來自不同部門的四名員工獲委任為查核人員，對2013至14年度的相關記錄進行循規審查，然後直接向私隱專員報結果。審查發現些微需改善的地方，公署已作出或計劃作出適當的糾正或跟進行動，以提高內部管理及企業管治。

INTERNAL COMPLIANCE CHECK

As part of a package of improvement measures to enhance corporate governance, the PCPD conducted an Internal Compliance Check in 2014:

- (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.

Four officers from different divisions were appointed to conduct compliance checks of the 2013-14 records and report their findings directly to the Commissioner. Some minor irregularities were spotted and appropriate remedial or other follow-up action was taken or planned to enhance the PCPD's internal management and corporate governance.

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2014至15年度，共有四名員工獲獎。

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 2014-15, four staff members received the awards.



(左起)黃天賦先生、吳勝宇先生、陳慧兒女士和潘潔霖女士服務公署超過七年，獲私隱專員(中)頒發長期服務員工獎。

(From left) Mr Michael Wong, Mr Vincent Ng, Ms Zuki Chan and Ms Natalie Poon, who have served the PCPD for over seven years, received long service awards from the Commissioner (middle).

嘉許

榮獲2014年「申訴專員嘉許獎」

私隱專員公署署理高級個人資料主任盧迪凡先生，於2014年10月30日舉行的「第18屆申訴專員嘉許獎頒獎典禮」上獲頒公職人員獎。該獎項設立的目的，是表揚在處理投訴方面達到專業水平的政府部門及公營機構，同時在公共服務範疇推動正面的服務文化。

COMMENDATIONS

The Ombudsman's Award 2014

Acting Senior Personal Data Officer Mr D F Lo was awarded The Ombudsman's Award 2014 for Officers of Public Organisations at the 18th Ombudsman's Award Presentation Ceremony on 30 October 2014. The aim of the Ombudsman's Awards is to acknowledge professionalism in handling complaints and to foster a positive culture of service in the public sector.



感言 Response

在處理投訴時，能協助私隱受侵犯的人士，令我深感欣慰，這亦是推動我繼續做好工作的一大動力。

Helping the aggrieved is a very pleasant experience for me when handling complaints, and it motivates me to keep up my work.

盧迪凡
署理高級個人資料主任
LO Dik Fan
Acting Senior Personal Data Officer

員工活動

公署在本年度為員工舉辦了不同的活動，鼓勵同事間建立和諧的工作關係，包括迎新聚會、匡智慈善曲奇義賣、攝影工作坊、中秋節午餐聚會、萬聖節暢遊主題公園，及聖誕聯歡會。

STAFF ACTIVITIES

To encourage a harmonious working relationship among staff members, various activities were organised during the year, including a welcome reception for new staff, a Hong Chi Charity Cookies Sale, a photography workshop, a lunch gathering for the Mid-autumn Festival, a theme park tour for Halloween, and a Christmas Party.

