

Policy Guidelines and Code of Practice for Student Organizations in Compliance with Personal Data (Privacy) Ordinance

A. Data Protection Principles

Personal information collected should be carefully handled. The data protection principles (as below) have to be fully observed.

The Ordinance gives statutory effect to the internationally accepted data protection principles. The gist of the six Data Protection Principles is set out below:

- a. **Principle 1 – Purpose and manner of collection of personal data** Personal data shall only be collected for a lawful purpose directly related to a function or activity of the Data User who is to use the data. Only personal data that are necessary for or directly related to the purpose should be collected, and that the data collected should be adequate but not excessive for those purposes. It provides for the lawful and fair means of collection of personal data and sets out the information a Data User must give to a Data Subject when collecting data from that subject.
- b. **Principle 2 – Accuracy and duration of retention of personal data.**
All practicable steps should be taken to ensure that personal data should be accurate and kept no longer than necessary.
- c. **Principle 3 – Use of personal data** Personal data should be used for the purposes for which they were collected or a directly related purpose, unless with the prescribed consent of the Data Subject.
- d. **Principle 4 – Security of personal data** All practicable steps should be taken to protect the personal data held against unauthorized or accidental access, processing, erasure or other use.
- e. **Principle 5 – Information to be generally available** All practicable steps should be taken to ensure openness about the personal data policies and practices, the kinds of personal data held and the main purposes for which the personal data are used.
- f. **Principle 6 – Access to personal data** A Data Subject has the right of access to and correction of his/her personal data.

TUNG WAH COLLEGE
Student Affairs Office

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B. Student Responsibilities

Student organizations must note the followings:

- a. Be responsible for all personal data in their possession or under control
- b. Designate one or more appointment holders of the committee to be responsible for ensuring compliance
- c. Ensure that written consent is given by students for any use or disclosure of personal data
- d. Provide avenues for students to request to opt out of receiving marketing materials, or to change their personal details

C. Sample of Personal Data Collection Statement

You are agreed to give consent to (Tung Wah College Organizer's Name) that your personal information provided in the application form will be used for the purpose of promotion of event/activities held by the (Organizer's Name) only. Unless permitted or required by law, we will not disclose your personal data to any third parties without your prior consent.