

私隱政策聲明及 實務大綱

Statement of Privacy Policy and Practices



香港特別行政區政府
入境事務處
Immigration Department
The Government of the Hong Kong
Special Administrative Region

私隱政策

Privacy Policy

入境事務處致力確保本處持有的所有個人資料均按照《個人資料(私隱)條例》的規定來處理。本處承諾：



- a. 以合法和公平的方法收集足夠但不超乎適度的個人資料，而該等個人資料是為了與本處職能或活動直接有關的合法目的而收集；
- b. 採取所有合理切實可行的步驟，以確保所收集或保留的個人資料，就其用途而言，均屬準確無誤；
- c. 在有合理理由相信供作有關用途的個人資料並不準確時，確保該等資料不被使用；

The Immigration Department is committed to ensuring that all personal data held by the Department are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance (“PD(P)O”). The Department undertakes to :

- a. collect adequate, but not excessive, personal data by lawful and fair means for lawful purposes directly related to the Department’s functions and activities;
- b. take all reasonably practicable steps to ensure that all personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- c. ensure that personal data are not used where there are reasonable grounds for believing that they are inaccurate having regard to the purposes for which they are to be used;
- d. erase personal data which are no longer necessary for the fulfillment of the purposes for which they are to be used;



- d. 刪除無須再供作有關用途的個人資料；
- e. 個人資料只供作有關資料收集時擬作的用途，除非有關的個別人士已明確表示同意其個人資料可改作其他用途，又或此等用途是法律所容許的，則當別論；
- f. 採取所有合理切實可行的步驟，以確保個人資料受到保障，不會在未經許可或意外的情況下被查閱、處理、刪除或作其他用途；
- g. 採取所有切實可行的步驟，以確保任何人均可獲悉本處所持有的個人資料的種類，以及該等個人資料的主要用途；以及
- h. 准許資料當事人查閱及要求改正其個人資料，並按照法律容許或規定的方式來處理該等查閱或改正資料的要求。
- e. use personal data only for purposes for which the data were to be used at the time of the collection of the data, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- f. take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;
- g. take all practicable steps to ensure that a person can be informed of the kinds of personal data the Department holds and the main purposes for which the data are to be used; and
- h. allow persons to access and request the correction of personal data of which they are the data subject and process any such access / correction requests in a manner permitted or required by law.



持有的個人資料類別

Kinds of Personal Data Held

入境事務處持有的個人資料分為以下五大類：

There are five broad categories of personal data held in the Immigration Department :



● 出入境紀錄 — 包括旅客的個人資料及出入境紀錄。

● Travel records - including personal data and the arrival / departure records of travellers.

● 申請及登記紀錄 — 當中包括：

● Application and registration records – including:

1. 就申請入境事宜，例如簽證、入境許可證、旅行證件、國籍及出入境檢查等事宜所收集的個人資料及相關文件；以及

1. personal data and related documents collected in relation to applications for immigration

2. 就申請身份證、生死及婚姻登記和其他有關的申請事宜所收集的個人資料及相關文件。

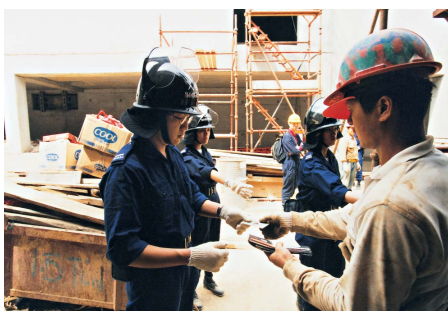


facilities, e.g. visa/entry permit matters, travel documents, nationality matters, immigration clearance, etc.; and

2. personal data and related documents collected in relation to applications for identity card, registration of births, deaths and marriages, and other related applications.



- 罪案調查及檢控紀錄 — 包括為調查涉及《入境條例》、《入境事務隊條例》和《人事登記條例》的罪行；與在香港辦理生死和婚姻登記有關的罪行；檢控違法者及對非法入境者和不受歡迎人物執行遣送及遞解離境程序；以及管理和遣返船民所須收集的個人資料。



- 在職或已離職僱員的僱傭資料 — 包括個人資料和家庭成員資料、學歷、就業紀錄、薪津、服務條款和條件、房屋福利、醫療紀錄、假期及旅費、培訓、投資、外間工作、評核報告、晉升選拔委員會的評核、操守紀律、退休和退休金等資料。

- Crime investigation and prosecution records – including personal data collected for investigating into offences under the Immigration Ordinance, Immigration Service Ordinance, Registration of Persons Ordinance, and offences relating to the registration of births, deaths and marriages in Hong Kong; and for prosecuting offenders, instituting removal and deportation proceedings against illegal immigrants and undesirable characters, and personal data collected for management and repatriation of migrants.

- Employment-related records on serving and former employees – including personal particulars and particulars of family members, education and qualifications, employment history, salary and allowances, terms and conditions of service, housing, medical records, leave and passages, training, investments, outside employment, appraisal reports, promotion board assessments, conduct and discipline, retirement and pension.

- 其他紀錄 — 包括為處理根據《公開資料守則》和《個人資料（私隱）條例》而提出的要求，或為跟進向本處提出的投訴而收集的個人資料。
- Other records – including personal data collected in connection with requests made under the Code on Access to Information and the PD(P)O, or complaints made to the Department.

保存個人資料的主要目的

Main Purposes of Keeping Personal Data

入境事務處收集個人資料的目的如下：

■ 執行出入境檢查工作，並審查進出香港的人士。

The Immigration Department collects personal data for the following purposes :

■ To carry out immigration clearance and examination of persons entering into or departing from Hong Kong.



- 辦理有關簽證/入境許可證/延期逗留/旅行證件/身份證的申請；人事/出生/死亡/婚姻登記及有關的申請；以及國籍事宜的申請。



- To process applications for visa / entry permit / extension of stay / travel document / identity card; registration of persons / births / deaths / marriages and related applications; and nationality applications.



- 根據《人事登記條例》、《生死登記條例》和《婚姻條例》及其附屬規例，以及其他相關法例，行使權力和執行職務。

- To exercise the powers and carry out the duties under the Registration of Persons Ordinance, Births and Deaths Registration Ordinance, Marriage Ordinance and their Regulations as well as other related legislation.

- 實施／執行《入境條例》及《入境事務隊條例》的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例。



- 以便高等法院司法常務官制定陪審員的臨時名單。
- 以便選舉事務處修訂選民登記冊。
- 就機場禁區通行證的申請進行保安審查，以協助民航處執行《航空保安條例》。
- 作統計及研究用途。

- To administer/enforce relevant provisions of the Immigration Ordinance, Immigration Service Ordinance and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties.

- To enable the Registrar of the High Court to compile a provisional list of jurors.
- To enable the Registration and Electoral Office to revise the electoral register.
- To assist the Civil Aviation Department in its enforcement of the Aviation Security Ordinance through conducting security vetting on application for the Airport Restricted Area Permits.
- To serve statistical and research purposes.

- 供作多個與僱傭有關的用途，包括聘用、操守審查、派任及調職、提供／續訂／延長合約、遞加增薪、培訓及職業前途發展、修訂服務條款或條件、晉升、行為及紀律、留任或免職、退休金及發給評核證書。與僱傭有關的個人資料可能會在政府刊物內刊登。
- 處理市民的投訴。
- To serve a range of employment-related purposes, including appointment, integrity checking, postings and transfers, offer / renewal / extension of agreement, incremental credit, training and career development, revision of terms or conditions of service, promotion, conduct and discipline, continuation in or removal from office, pensions, and provision of testimonials. Employment-related personal data may be published in Government publications.
- To handle complaints from members of the public.

實務大綱 Practices

為確保符合《個人資料(私隱)條例》的規定，本處採用下述實務大綱：

- 委任首席入境事務主任(資訊系統)發展為部門聯絡主任，負責就有關私隱政策的事宜與各政府部門及外間組織聯絡，並進行監察和督導工作，以確保符合《個人資料(私隱)條例》的規定。
- 按照《個人資料(私隱)條例》的條文，處理根據該條例提出的查閱/改正資料的要求。

The following practices are adopted by the Immigration Department to ensure compliance with the PD(P)O :

- The Principal Immigration Officer (Information Systems) Development is designated as the Departmental Contact Officer who is responsible for liaison with government departments and outside bodies on matters relating to privacy policy, and also for monitoring and overseeing the compliance with the PD(P)O.
- Requests for data access and data correction under the PD(P)O are handled in accordance with the provisions of the PD(P)O.
- A statement of Purpose of Collection of Personal Data is included as far as practicable in application forms for services provided by the Department. Such a statement may also be displayed in the form of notice in immigration premises.
- Log books are kept to record all refusals of the data access and correction requests and the particulars of the reasons for the refusals.

The image shows a sample of the 'Application form for Hong Kong identity card' (Form ID 1). The form is bilingual, with Chinese text on the left and English text on the right. It includes sections for personal details, contact information, and a declaration. The form is titled '香港身份證申請書' and 'Application form for Hong Kong identity card'. It features a header with the Immigration Department logo and the text 'IMMIGRATION DEPARTMENT' and 'DEPARTMENT OF IMMIGRATION'. The form is numbered '1' in the top right corner.



● 盡量在本處各項服務的申請表格內，載列有關收集個人資料的目的聲明。此外，亦會以通告形式於各入境處辦事處展示該聲明。

● Data Access Request (DAR) Forms for access to personal data held by the Immigration Department are :
 - obtainable from the Information and Liaison Section on the 2/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong; and
 - available for download from departmental homepage at the address "<http://www.immd.gov.hk/ehtml/ops003.htm>".



收集個人資料的目的聲明通告
 Notice of statement of Purpose of Collection of Personal Data

● 備存保障資料紀錄簿，以記錄所有被拒絕的查閱和改正資料要求，以及詳盡的拒絕理由。

● 備存供查閱本處所持個人資料的查閱資料表格，有關表格：
 - 可於香港灣仔告士打道七號入境事務大樓二樓查詢及聯絡組索取；以及
 - 可從本處的互聯網網頁下載，網址是



(<http://www.immd.gov.hk/chtml/ops003.htm>)。

查閱資料要求表格
 Data Access Request Form

要求查閱或改正資料

Data Access or Correction Requests

- 使用查閱個人資料申請表格提出查閱資料的要求，或有關改正個人資料的要求，應寄往下列地址：
香港灣仔
告士打道七號
入境事務大樓
入境事務處處長
- Requests for data access made by way of a DAR Form or requests for correction of personal data should be addressed to :
Director of Immigration
Immigration Tower
7 Gloucester Road
Wanchai
Hong Kong
- 因應查閱資料要求而提供的個人資料影印本須收回影印成本，每份影印本的費用會按現行收費率每張 1 元收取，或按財經事務及庫務局局長釐定或批准的收費率收取。
- A charge will be made to cover the cost of photocopying personal data to be supplied in response to data access requests at the current rate of \$1 per photocopy or as otherwise provided for or approved by the Secretary for Financial Services and the Treasury.



- 如欲查詢有關事項，可向下列辦事處提出：

香港灣仔
告士打道七號
入境事務大樓二樓
查詢及聯絡組

電話號碼：2824 6111

傳真號碼：2877 7711

電郵地址：enquiry@immd.gov.hk

- Any enquiries on the matter should be directed to :

Information and Liaison Section
2/F, Immigration Tower
7 Gloucester Road
Wanchai
Hong Kong

Tel. No. : 2824 6111

Fax No. : 2877 7711

E-mail : enquiry@immd.gov.hk

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