



Scout Association of Hong Kong
Protection of Personal Data (Privacy) Policy Statement

This circular supersedes Administration Circular No 05 issued on 11 October 2010.

Scout Association of Hong Kong (“the Association”) considers the safeguarding of the privacy of members' personal data as highly important, and is committed to complying with the principles and provisions of the personal data (Privacy) Ordinance. All members of the Association have to agree to and accept all principles, terms and conditions set out in this “Protection of Personal Data (Privacy) Policy Statement” as well as the guidelines from different units (if applicable, such as “Scout Membership Information System (SMIS) Operation Codes”), and shall carefully and properly collect, use, process and store members' personal data in accordance with these documents.

1. Purpose of Collection of Personal Data

- 1.1 All personal data obtained by the Association will only be used for purposes stated in paragraph 2 of this Policy Statement.
- 1.2 The Association will not allow anybody to use personal data collected for any non-Scout related activity, and will not provide such data to third-party for any use, commercial or otherwise.

2. Use of Personal Data

2.1 In general, the Association will only use personal data collected:

- (1) to facilitate communication between the Association and its members;
- (2) to process membership application or appointments to the Association’s boards, committees and units;
- (3) to process recruitment, appointment, assessment and promotion of paid staff;
- (4) to process application for training activities and admission to training programs;
- (5) to process nominations for awards;
- (6) to process application for participation in Scouting activities in Hong Kong, the Mainland and overseas locations;
- (7) to analyze membership data in order to optimize the utilization of human resources and to plan leaders training;
- (8) for other purposes directly related to Scouting activities.

2.2 Unless the data subject gives consent, or as required or permitted by law, the Association would limit the use of personal data to the above purposes.

3. Accuracy and Duration of Retention of Personal Data
 - 3.1 The Association will take feasible measures to ensure all personal data collected and stored in the Scout Membership Information System (SMIS), Human Resources Management System (HRMS) and other systems are accurate.
 - 3.2 The Association will regularly review and reconfirm the necessity for retaining any personal data and will delete and destroy information that are no longer needed.

4. Security of Personal Data
 - 4.1 Personal data provided by the members will be properly and securely stored. Only authorized persons will be allowed access to such data and only for the purposes set out in paragraph 2 above, and their access rights will be limited according to their needs.
 - 4.2 All authorized persons must strictly follow guidelines and operation codes issued by the units (if any) when accessing an using such data.
 - 4.3 The Association will take appropriate precautions to ensure all personal data are not viewed, handled, deleted or otherwise used by any unauthorized person.

5. Communication on the use of, Accessing and Updating Personal Data
 - 5.1 The Association will ensure members are well-informed through different channels about this Policy Statement.
 - 5.2 All members have the right to access their own personal data held in the SMIS. IF their personal data needs to be changed, they should request updating. In principle, the Association does not encourage members to apply for accessing another member's personal data in the SMIS. Under no circumstances will the Association entertain an application for access for any non-Scout related matters. Even if such data is needed to process Scout-related matters (e.g., an appointment), it should be obtained directly from the nominee. In very exceptional cases, a member may need to access another member's personal data to process Scout related activities. The requested personal data will only be provided after approval by the Chief Commissioner or the Chief Scout Executive and upon proper identity authentication.
 - 5.3 All paid staff have the right to access their own personal data held in the HRMS. If their personal data needs to be changed, they should request updating.

Should you have any further queries regarding the Policy Statement, please contact the Administration Branch of the Association.



(Paul KUA)
for Chief Commissioner