



Scout Association of Hong Kong Administration Branch

Tel : 2957 6333 Fax : 2302 1001

Administration Circular No 03/2013
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Personal Data (Privacy) (Amendment) Ordinance

Scout Association of Hong Kong complies strictly with the Personal Data (Privacy) Ordinance for protecting member personal data privacy. All the collected personal data including name, telephone number, fax, email address, mailing address are only used for the stated purposes directly related to Scouting activities in accordance with the Association "Protection of Personal Data (Privacy) Policy Statement" (Administration Circular No 06/2011, dated 26 May 2011) such as disseminating Scouting news, training and programme information / invitation, as well as for collecting feedback, fundraising appeal, and products / services promotion, etc.

When collecting member personal data, all Scout units (branch, region, district and group) are advised to state clearly, in writing, the purpose of data collection and the uses as stipulated in the Association policy. The Personal Data (Privacy) (Amendment) Ordinance has come into effect since 1 April 2013, which imposes controls on the use of personal data for "direct marketing". In this connection and to avoid possible non-compliance of the legal requirements in the uses of personal data, Scout units shall obtain consent from data subject (i.e. the person whose personal data are collected, held or processed) prior to using the collected personal data for the stated purposes. At the same time, Scout units shall notify data subject of the opt-out right requesting to cease to use the data at any time without cost. It is advised that units shall maintain and update periodically the opt-out list of members.

For adult members who would like to raise an opt-out request regarding the uses of his/her personal data by the Association, please inform the Association of the request by forwarding the full name and contact phone number by email (administration@scout.org.hk) or by post (Address: Administration Branch, Scout Association of Hong Kong, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon). For youth members, please contact the respective Scout groups for arrangement.

Should you have any enquiry, please contact the Administration Branch at 2957 6306.

(AU YEUNG Chi-yuen)
for Chief Commissioner