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**Scout Association of Hong Kong**  
**Personal Data Privacy Policy Statement**

*Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Administration Circular No. 07/2015 issued on 15 October 2015 with contents unchanged.*

Scout Association of Hong Kong (“the Association”) considers the safeguarding of the privacy of personal data as highly important, and is committed to complying with the principles and provisions of the Personal Data (Privacy) Ordinance in the following aspects -

1. Purpose of Collection of Personal Data

- 1.1 All personal data obtained by the Association is only used for purposes stated in item 2 below of this Policy Statement.
- 1.2 Unless the data subject gives consent, or as required or authorized by or under law for legal proceedings, the Association limits the use of personal data to the stated purposes.

2. Use of Personal Data

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

- 2.1 to facilitate communication between the Association and its members;
- 2.2 to process membership application or appointments to the Association’s boards, committees and units;
- 2.3 to process recruitment, appointment, assessment and promotion of paid staff;
- 2.4 to process application for training activities and admission to training programs;
- 2.5 to process nominations for awards;
- 2.6 to process application for participation in Scouting activities in Hong Kong, the Mainland and overseas locations;
- 2.7 to analyze membership data in order to optimize the utilization of human resources and to develop training strategy;
- 2.8 to nominate or endorse Scout members to participate in programmes/activities organized by government departments or other organizations; and
- 2.9 for other purposes directly related to Scouting activities.

### 3. Direct marketing

3.1 The Association, with the written consent or indication of no objection from a data subject, will use the personal data for dissemination of training and programme information, product/facility/service promotion and fundraising appeal. The data subject has the opt-out right requesting to cease to use the data at any time without cost.

3.2 For adult members who would like to raise an opt-out request regarding the use 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.

### 4. Outsourcing arrangements

When acquiring third-party service for personal data processing, all service providers are bound by a contract or a non-disclosure agreement to keep all the personal data confidential and secured, and to prevent unauthorized access.

### 5. Transfer of personal data to places outside Hong Kong

The Association may transfer personal data to places outside Hong Kong in order to carry out the stated purposes in item 2 when deemed necessary.

### 6. CCTV monitoring systems

The Association has installed CCTV monitoring systems in the public areas in some of the offices and premises for security reasons. In principle, video records will be kept for not more than 12 months and only authorized persons are allowed to access the video records strictly for security issues.

### 7. Disclosure of personal data

The Association may provide the personal data to third-party for purposes related to Scouting activities on a need-to-know basis, including but not limited to the following circumstances:

- (1) to banks for bank account matters of the Scout units;
- (2) to any agent, contractor or third party service provider who provides service to the Association;
- (3) to World Scout Bureau, other National Scout Organizations (NSOs) or overseas Scout bodies for Scouting activities;
- (4) with data subject's consent; and
- (5) to satisfy any applicable law, regulation, legal proceedings, enforceable governmental request, emergency situations or administrative requirements.

8. Accuracy and Duration of Retention of Personal Data
  - 8.1 The Association takes all feasible measures to ensure the personal data collected and stored in the Scout Membership Information System (SMIS), Human Resources Management System (HRMS) and other systems are accurate.
  - 8.2 The Association will regularly review and reconfirm the necessity for retaining any personal data and will delete and destroy information that is no longer needed.
9. Security of Personal Data
  - 9.1 Personal data provided by the members is properly and securely stored. Only authorized persons allow to access to such data and only for the purposes set out in item 2 above, and their access rights are limited according to their needs.
  - 9.2 All authorized persons must strictly follow guidelines and operation codes issued by the units, if any, when accessing and using such data.
  - 9.3 The Association takes appropriate precautions to ensure all personal data are not viewed, handled, deleted or otherwise used by any unauthorized person.
10. Communication on the use of, accessing and updating Personal Data
  - 10.1 The Association ensures members are well-informed through different channels about this Policy Statement.
  - 10.2 All members have the right to access their own personal data held by the Association. If their personal data needs to be changed, they should request updating.
  - 10.3 In principle, the Association does not encourage members to apply for accessing another member's personal data. 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, it should be obtained directly from the data subject. In very exceptional case, a member in order to process Scout related matters may need to access another member's personal data. The request needs the approval from the Chief Commissioner or the Chief Scout Executive and upon proper identity authentication.
  - 10.4 For adult members, they can follow the below procedures for accessing and updating personal data:
    - (1) For members to access own personal data, she/he should complete "Own Personal Data Request Form" (R03) and return the completed form to the Administration Branch or her/his Branch/Region. A copy of her/his personal data will be provided upon proper identity authentication.
    - (2) If an Authorized User of the SMIS needs to access some personal data of a member outside her/his authorized area to process Scout related matters, or if any other member who wants to access some personal data of another member, she/he should complete "Others' Personal Data Request Form" (R04), specifying the type of information needed and the proposed usage. The completed form should be returned to the Administration Branch. The requested personal data will be provided after approval by the Chief Commissioner or the Chief Scout Executive and upon proper identity authentication.

- (3) To update one's data, please inform the Administration Branch by using "Adult Member Registration Form" (R01) for multiple data updates; or a letter or email message (email address: [administration@scout.org.hk](mailto:administration@scout.org.hk)) for updating single or a few item(s).
  - (4) Form R01 and R03 are available at all Regional Headquarters and Branches, or can be downloaded from the website of the Association (<http://www.scout.org.hk>) by clicking "Forms Download". Form R04 is available only at the Administration Branch.
- 10.5 For youth members, they should contact their respective Scout groups for accessing and updating personal data.
- 10.6 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. Please contact the Personnel Branch for details.

The Association reserves the right to revise this Policy Statement when necessary. The amendment will be announced and the updated Statement can be downloaded from the Association website at <http://www.scout.org.hk/>. In case of any discrepancy between the English and Chinese versions of this Statement, the English version shall apply and prevail.

For enquiry, please contact the Administration Branch of the Association.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical line and a small flourish.

(YUNG Kin-man)  
for Chief Commissioner