

Hong Kong Red Cross Guideline for the Use of Personal Data (Rev. 10-2024)

Hong Kong Red Cross Guideline for the Use of Personal Data

Hong Kong Red Cross undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

1. Purpose of Collection and Guideline for Use of Personal Data

- a. The Hong Kong Red Cross will use personal data collected from data subject for the purposes for which it was collected.
- b. To provide personal data to the Hong Kong Red Cross is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
- c. Hong Kong Red Cross may use the personal data you provided (including your name and contact details) for the purposes of providing you with information of HKRC, donation follow up, communications & promotion activities. Your personal data may be provided to third party service provider (outside HKRC) who provides data handling for administration and marketing purposes.
- d. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes.

2. Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by the Hong Kong Red Cross, and request us to cease to use your personal data for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose. To do so, you should make a written request to the following:

Name : Hong Kong Red Cross

Address : 19 Hoi Ting Road, West Kowloon, Hong Kong

Tel : 2802 0021 Fax : 2802 7359

Email : info@redcross.org.hk

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3. Types of personal data held by the Hong Kong Red Cross and main purposes for using them

1. The HKRC keeps the personnel records of staff for the processing of various applications under the prevailing government regulations and ordinances and for staff management functions in terms of training, deployment, promotion and discipline. HKRC also keeps the personal data of job applicants.
2. Service units of the HKRC keep different records for processing the applications for welfare services, enhancing the provision of welfare services that includes monitoring and review of services; conducting research and surveys; as well as for insurance purposes. The quantity of data kept will vary among data subjects and will depend on the types of services being sought or provided. In general, they may include the followings:
 - a. Data for identification of the individual e.g. name, Hong Kong ID Card Number
 - b. Type of Identity : e.g. permanent resident; working visa; student visa
 - c. Personal data e.g. sex, date of birth, age, address
 - d. Family status e.g. marital status, details of other family members
 - e. Educational background and employment details
 - f. Financial status
 - g. Health status
 - h. Opinions and assessments on the data subject
 - i. Others e.g. any criminal conviction, record of absence from Hong Kong
3. HKRC keeps the personal data, resumes and service records within the Agency of service recipients, members and volunteers for the arrangement of their respective voluntary services, award nominations and presentations.
4. HKRC keeps the personal data and qualifications of students on placement, social work students, fieldwork instructors and trainers (non-staff) for the purposes of organizing training courses for HKRC staff and arranging fieldwork placement for social work students.
5. HKRC keeps the students' personal data, qualifications and records of performance at all Red Cross training courses for assessing whether the students meet the standard of the courses.
6. HKRC keeps the personal data of individuals who have made enquiries or lodged complaints. Such data are used for handling these enquiries/complaints and for statistical purposes.
7. HKRC keeps the personal data of donors (including donors who donate money, goods, blood and free services). Such data, including names, addresses and telephone numbers, are used for sending receipts and for

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statistical purposes.

8. HKRC keeps the email address of individuals who subscribe to receive newsletters of the HKRC. These email addresses are used to send newsletters to the subscribers.