

Notice to Data Subjects Before Collection of Personal Data

The Lump Sum Grant Independent Complaints Handling Committee (ICHC) was set up in April 2009 to handle Lump Sum Grant (LSG)-related complaints that cannot be satisfactorily addressed by non-governmental organisations (NGOs) subvented by the Social Welfare Department (SWD). Secretariat support for ICHC is provided by SWD. **Please read this notice before you provide any personal data to the ICHC.**

Purposes of Collection

1. The personal data supplied by you will be used by ICHC to provide appropriate service, including but not limited to the handling of LSG-related complaints that cannot be satisfactorily addressed by SWD-subvented NGOs. The provision of personal data to ICHC is voluntary. If you do not provide sufficient personal data, we may not be able to handle your complaint or provide you with the service requested.

Classes of Transferees

2. The personal data you provide will be made available to members of ICHC and persons working in the Secretariat for ICHC on a need-to-know basis. Apart from this, the personal data may be disclosed to such relevant parties or in such circumstances as set out below -

- (a) relevant parties such as government bureaux/departments and NGOs if they are involved in the assessment and/or follow-up of your complaint;
- (b) where such disclosure is authorised or required by law; or
- (c) where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of the personal data held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. You can obtain an Application form for access to data from the Secretariat for ICHC and the form is also available at the “Data Access Request Form OPS003” on the following website-

<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to ICHC are accurate. If you have enquiries concerning your application or if there are changes in the data you provide to ICHC, please contact the Secretariat for ICHC.

5. Requests for access to the personal data collected by the ICHC or correction of the personal data kept by ICHC should be addressed to -

Post Title : Secretary, ICHC

Mail : 38/F, Dah Sing Financial Centre, 248 Queen’s Road East,
Wan Chai, Hong Kong

Email : suenq@swd.gov.hk

Fax No. : 2116 0746