

**List C - Personal Data Protection Coordinators (Reminder)**

From: University Data Protection Officer [privacy@hku.hk]

Sent: Wednesday, August 07, 2013 11:10 AM

Cc: [mail.service@intranet.hku.hk](mailto:mail.service@intranet.hku.hk)

Subject: List C - Personal Data Protection Coordinators (Reminder)

Message from University Data Protection Officer

Dear Colleagues,

I refer to my earlier emails ([https://intraweb.hku.hk/reserved\\_1/gsabc/DPemail.pdf](https://intraweb.hku.hk/reserved_1/gsabc/DPemail.pdf)) regarding the List C circular dated November 29, 2011 on the above subject ([https://intraweb.hku.hk/reserved\\_1/gsabc/C30-11.pdf](https://intraweb.hku.hk/reserved_1/gsabc/C30-11.pdf)), and the bi-annual reminders on protection of personal data issued via Staff Portal Notices.

So far, about 52 Personal Data Protection Coordinators ("PDPCs") have been appointed. If no appointment has yet been made for your office/work unit, may I remind you of the requirement in accordance with the said circular.

I also take this opportunity to note the following:

1. Staff members in charge of offices/work units should be responsible for planning and enforcing specific compliance/monitoring measures for protection of personal data in their respective offices/work units which should include: training/awareness raising, security processes and procedures, provision of information security facilities/equipment, supervision/checks, audits, reporting and record keeping. PDPCs and other designated staff members should be charged with the responsibilities therefor.
2. Staff members in charge of offices/work units should ensure that PDPCs and other designated staff members should (a) be provided with sufficient support and resources to discharge their responsibilities; and (b) attend training courses/activities and receive relevant updated information from time to time.
3. The University is finalizing the details of the central compliance team ("CCT") for coordinating/monitoring protection of personal data in the University. PDPCs are expected to liaise with the CCT as appropriate.

Should you have any enquiries on this reminder, please feel free to contact me (Tel: 2857 8277; E-mail: [privacy@hku.hk](mailto:privacy@hku.hk)).

Your support and commitment will be much appreciated.

Regards,

Joe Poon

University Data Protection Officer