

## **Supplementary Note on Undertaking on the Use of Electors' Information**

Candidates have to adopt the following measures when they handle electors' personal data in all forms (including but not limited to personal data contained in printed materials) :

- (1) ensure that computer(s)/server(s) in which electors' personal data are processed/stored is/are protected by security devices to prevent unauthorised access/retrieval;
- (2) ensure proper erasure and destruction of all the electors' personal data (regardless of their form) used or held, or return the personal data concerned to the Registration and Electoral Office for proper disposal as soon as possible after completion of this election;**
- (3) keep a written record of the provision, retrieval and destruction of electors' personal data ; and
- (4) report to Registration and Electoral Office and Office of the Privacy Commissioner for Personal Data, Hong Kong in the event of any suspected leakage of electors' personal data.

Candidates who engage election agents to handle electors' personal data must also :

- (5) ensure that the election agents possess adequate knowledge and awareness of information security;
- (6) explicitly require the election agents to follow Data Protection Principle 3<sup>1</sup> of the Personal Data (Privacy) Ordinance ("PD(P)O") and inform the agents that the electors' personal data should only be used for purposes specified by the candidate in relation to this election and that the measures as outlined in items (1) – (4) above must be adopted;
- (7) inform the election agents in writing of their responsibilities in protecting the personal data of electors and ensure that they understand the requirements of Data Protection Principle 4<sup>1</sup> of the PD(P)O; and
- (8) obtain written undertakings from the election agents that they should act in compliance with Data Protection Principle 3<sup>1</sup> of the PD(P)O and follow the security requirements imposed by the candidate, and take appropriate measures to ensure compliance by the agents with the security requirements imposed by the candidate.

Registration and Electoral Office

January 2016

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<sup>1</sup> Please refer to "Guidance Note on Electioneering Activities" issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong in August 2015.