

### **Types of Personal Data Held by the Trade and Industry Department**

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>Textiles Related Registrations</b>	
<p>1. Textiles Trader Registration</p> <p>(i) Application of Company / Registered Business for Registration as a Textiles Trader</p> <p>(ii) Authorization for the Release of Registration Information by the Government to Tradelink Electronic Commerce Ltd, the service provider for Subscription to Electronic Textiles Notifications Service</p> <p>Personal data held include name, telephone / fax number, email address, company address, HKIC / passport number, date of birth, position held and signature of the signatory.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> <li>– to determine applicant’s suitability for inclusion in the Textiles Trader Registration Scheme;</li> <li>– to ensure that the person is authorised to sign the application form on behalf of the company / registered business; and</li> <li>– to facilitate checking, investigation and where necessary taking legal and / or administrative action against any breach of the conditions of the Textiles Trader Registration Scheme or other offences under the Import and Export Ordinance and / or its subsidiary legislation.</li> </ul> </li> <li>♦ To facilitate Tradelink Electronic Commerce Ltd. to process traders’ subscriptions to its electronic textiles notifications service.</li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>Various Kinds of Textiles Related Forms</b>	
<p>1. Textiles-related forms and applications</p> <ul style="list-style-type: none"> <li>(i) Textiles Import / Export Licence</li> <li>(ii) Textiles Import / Export Licence : Request for Amendment</li> <li>(iii) Textiles Import / Export Licence : Request for Cancellation</li> <li>(iv) Request for Expeditious Issue of Textiles Import / Export Licence</li> <li>(v) Application Form for Certified True Copy of Textiles Import / Export Licence</li> <li>(vi) Application Form for Issue of Textiles Import / Export Licence with Loss of Receipt</li> <li>(vii) Enquiry on Textiles Licensing Requirements</li> <li>(viii) Application for Retrospective Textiles Import / Export Licence</li> </ul> <p>Personal data held include name, signature, telephone / fax number and company address.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications and enquiries, including the following : <ul style="list-style-type: none"> <li>– to identify the persons who sign the forms and applications on behalf of the company; and</li> <li>– to facilitate checking, investigations and where necessary taking legal and / or administrative action against any breach of conditions for the issue of the licence or other offences under the Import and Export Ordinance and / or its subsidiary legislation.</li> </ul> </li> </ul>
<p>2. Notification Forms</p> <ul style="list-style-type: none"> <li>(i) Import Notification (Textiles)</li> <li>(ii) Export Notification I (Textiles)</li> <li>(iii) Export Notification II (Textiles)</li> <li>(iv) Textiles Notification : Request for Amendment</li> <li>(v) Textiles Notification : Request for Cancellation</li> <li>(vi) Application for Purchase of Import Notification (Textiles) Forms</li> </ul> <p>Personal data held include name, company address, telephone / fax number, signature, and e-cert number.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> <li>– to identify the person who has made the declaration on notification form on behalf of the Registered Textiles Trader;</li> <li>– to facilitate checking, investigation and, where necessary taking legal and / or administrative action against discrepancies found on notification or other offences under the Import and Export Ordinance and / or its subsidiary legislation.</li> </ul> </li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>Factory Registration</b>	
<p>1. Application for Factory Registration</p> <p>Personal data held on the responsible persons of applicant factory include</p> <p>(a) name, HKIC / passport number, signature, residential, office and factory addresses, email address, telephone and fax numbers in respect of the owner (in the case of a sole proprietorship); one of the partners (in the case of partnership); and in the case of a limited company, the responsible official / director authorised by the Board of Directors to make the application for registration on its behalf, and particulars (name, HKIC / passport number, address, email address, nationality, business occupation and particulars of other directorship) of all the directors of the company registered under the Companies Ordinance, Cap. 32; and</p> <p>(b) name, HKIC / passport number, position and specimen signature of the authorised signatories.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> <li>– the identification of the individuals of the registered factory who are responsible for the declarations and undertakings made with the Trade and Industry Department pursuant to the conditions of Factory Registration and at the time of making an application for : <ul style="list-style-type: none"> <li>(i) a registration under the Local Subcontracting Arrangement (LSA) or Outward Processing Arrangement (OPA) and OPA Combined Form; and</li> <li>(ii) Certificate of Origin, and Production Notification for Cut and Sewn Garments.</li> </ul> </li> </ul> </li> <li>♦ To facilitate the enforcement of the relevant provisions under the Import &amp; Export Ordinance, Cap. 60, its subsidiary regulations and any other relevant Ordinances.</li> </ul>
<b>Certification Services</b>	
<p>1. Application for Certificate of Hong Kong Origin, Certificate of Hong Kong Origin – CEPA, Certificate of Hong Kong Origin-New Zealand, Certificate of Origin-Processing, Certificate of Origin Form A, registration under Local Subcontracting Arrangement (LSA) / Outward Processing Arrangement (OPA) and OPA Combined Form</p> <p>Personal data held include name, HKIC / passport number, office and factory addresses, telephone and fax numbers and signature of the proprietor / partner / principal official of the exporter and of the authorised signatory of the manufacturer and subcontractor.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the identification of the individuals of the applicant companies who are responsible for making the declarations.</li> <li>♦ To facilitate the enforcement of the relevant provisions under the Import &amp; Export Ordinance, Cap. 60, its subsidiary regulations and any other relevant Ordinances.</li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>Production Notification (PN)</b>	
<p>1. PN Application and Related Forms</p> <p>(i) Production Notification (PN)</p> <p>(ii) Supporting Documents for PN</p> <p>(iii) Enquiry on Permissible Limits for Cut-and-Sewn Garments to the USA</p> <p>(iv) Enquiry on Classification of Cut-and-Sewn Garments</p> <p>(v) Enquiry on Classification of Category Number of Cut-and-Sewn Garments for export to the USA</p> <p>Personal data held include name, signature, HKIC Number and position held by the applicant, factory address / correspondence address, and e-cert number.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications and enquiries, including the following : <ul style="list-style-type: none"> <li>– to verify the identity of the persons who sign the forms and applications against those authorised signatories for factories registered under Factory Registration;</li> <li>– to identify the persons who sign the forms and applications for factories not registered under Factory Registration.</li> </ul> </li> </ul>
<b>Trade Licensing (Non-Textiles) Registrations &amp; Licences / Certificates</b>	
<p>1. Application for Registration as a stockholder of rice</p> <p>Personal data held include</p> <p>(a) name, HKIC / passport number of signatory of application form; and</p> <p>(b) shareholders and directors list which may show names, addresses, HKIC &amp; passport numbers of the shareholders and the directors, etc.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for registration as a rice stockholder and for communication with the person in charge in case of emergency.</li> </ul>
<p>2. Application for Approval as a rice storage place</p> <p>Personal data held include name and HKIC / passport number of the authorised signatory on the application form.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for approval and for communication with the person in charge in case of emergency.</li> </ul>

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<p>3. Application for Registration as a Local Importer of Mainland Cereals and Grain Flour</p> <p>Personal data held include :</p> <p>(a) name, HKIC / passport number, position held, email, telephone and fax number of the authorised signatory and contact person of the applicant, etc., or / and</p> <p>(b) shareholder and director list which may show names, addresses, nationalities, HKIC / passport numbers of the shareholders and the directors, etc.</p>	<p>♦ To enable the Department to consider and process the applications for registration / renewal of registration. .</p>
<p>4. Application for Registration as a Hong Kong Registered Wine Exporter for Wine entering the Mainland through Hong Kong</p> <p>Personal data held include</p> <p>(a) name, HKIC / passport number, position held, email, telephone and fax number of the authorised signatory and contact person of the applicant, etc., or / and</p> <p>(b) shareholder and director list which may show names, addresses, nationalities, HKIC / passport numbers of the shareholders and the directors, etc.</p>	<p>♦ To enable the Department to consider and process the applications for registration / renewal of registration.</p>
<p>5. Application for Registration as a Rough Diamond Trader</p> <p>Personal data held include</p> <p>(a) name, address, telephone number, fax number, email address, position held, signature and HKIC / passport number of the applicant or authorised signatory or contact person on the application form; or / and</p> <p>(b) director list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the directors.</p>	<p>♦ To enable the Department to consider and process the applications for registration / renewal of registration.</p>

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<p>6. Application for Registration under Transshipment Cargo Exemption Scheme</p> <p>Personal data held include</p> <p>(a) name, address, telephone / fax numbers and email address, position held, HKIC number and signature of the authorised signatory or responsible person, HKIC / driving licence numbers and names of drivers / passengers of the good vehicles owned by the applicant and which have Closed Road Permits issued by the Immigration Department; and</p> <p>(b) director list of the company which may show the names, addresses, email addresses, nationalities and ID card / passport numbers of the directors.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for registration.</li> </ul>
<p>7. Application for Registration under Section 5 of the Ozone Layer Protection Ordinance</p> <p>Personal data held include</p> <p>(a) name, address, telephone / fax numbers, post title and signature of the authorised signatory or responsible person; and</p> <p>(b) director list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the directors.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for registration / renewal of registration.</li> </ul>
<p>8. Application for Registration for Traders of Strategic Commodities</p> <p>Personal data held include name, address of company / business, telephone / fax numbers, position held and signature.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>

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<p>9. Application for Import Licence or Export Licence for Strategic Commodities and related documents</p> <p>Personal data held include name, address, telephone / fax numbers, HKIC / passport numbers, position held and signature.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>10. Application for International Import Certificate</p> <p>Personal data held include name, position held and signature.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>11. Application for Delivery Verification Certificate</p> <p>Personal data held include name, address, telephone and signature.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>12. Application for Permit under the Chemical Weapons (Convention) Ordinance</p> <p>Personal data held include name, address, telephone / fax numbers, HKIC / passport numbers, position held and signature.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>13. Application for Kimberley Process Certificates</p> <p>Personal data held include name, address, telephone / fax numbers, signatory and HKIC / passport number of the applicant.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>14. Application for Import Licence, Export Licence or Import and Export Licence for Ozone Depleting Substances</p> <p>Personal data held include name, address, telephone and signatory of the applicants.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>

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<p>15. Application for Import Licence or Export Licence for Non-Textiles Products on an individual basis</p> <p>Personal data held include name, address, telephone / fax numbers, signature and HKIC / passport numbers of the applicant.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications.</li> </ul>
<p>16. Application for Registration under Air Transshipment Cargo Exemption Scheme for Specified Strategic Commodities</p> <p>Personal data held include director list of the company which may show the names, home addresses, nationalities and HKIC / passport numbers of the directors.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for registration.</li> </ul>
<b>E-Services</b>	
<p>1. Application of User Log-in Account (ULA)</p> <p>Personal data held include the 12-digit Business Registration Number of his company / registered business, the HKIC / passport numbers of the signatory as registered under the TTR or FR of the subject company / registered business.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to validate the application for activation of the user log-in account of the corresponding holders of FR and TTR : <ul style="list-style-type: none"> <li>– to verify the identity of the ULA applicants against those persons authorised by the director upon registration.</li> </ul> </li> </ul>
<p>2. Request for Re-setting Password of User Login Account (ULA)</p> <p>Personal data held include the name and signature of the authorised signatory, name of contact person, telephone number and fax numbers.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to validate the request for re-setting the account password of the corresponding ULA : <ul style="list-style-type: none"> <li>– to verify the identity of the applicant against the particulars of the account.</li> </ul> </li> </ul>
<p>3. Registration of E-Account provided in the Strategic Commodities Control System Website and related applications</p> <p>Personal data held include name, telephone number, HKIC number, position held, signature and director list of the company which may show the names, home addresses nationalities and HKIC / passport numbers of the directors.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications for registration.</li> </ul>



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<b>Hong Kong Service Supplier (HKSS) Certification Scheme</b>	
<p>1. Application for HKSS Certificate</p> <p>Personal data held include</p> <ul style="list-style-type: none"> <li>(a) name of the contact person of the applicant company;</li> <li>(b) name, position, HKIC / passport numbers, nationality and signature of the authorised person (i.e. sole-proprietor, partners or responsible person / director of the applicant company) of the applicant company who signs the application form;</li> <li>(c) name, address, HKIC / passport numbers and signature of the authorised person of the applicant company who makes the Statutory Declaration;</li> <li>(d) names and signature of the designated professionals certifying the supporting documents and the Notary Public / Commissioner of Oath administering the Statutory Declaration;</li> <li>(e) name, address, occupation and HKIC / passport numbers and signature of the interpreter who provides interpretation service to the authorised person of the applicant company to make the Statutory Declaration;</li> <li>(f) names, addresses, and HKIC / passport numbers of the sole-proprietors, partners, board of directors and employees of the applicant company;</li> <li>(g) name, position and signature of the authorised person of the holding / subsidiary company(ies) of the group to which the applicant company belongs (for application involving group of companies);</li> </ul>	<ul style="list-style-type: none"> <li>♦ To enable the Department to process and verify the applications.</li> </ul>

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<p>(h) signatures in the relevant tenancy agreement involving the applicant company;</p> <p>(i) information in various licences / permits / practising certificates held by individuals;</p> <p>(j) information of the applicant company's clients; and</p> <p>(k) HKIC numbers and contact telephone numbers of the principal personnel who are Hong Kong residents (for application covering Chinese language motion pictures produced in Hong Kong).</p>	
<b>Registration of Hong Kong Brand Watches</b>	
<p>1. Application Form for Registration of Hong Kong Brand Watches</p> <p>Personal data held include the applicant's name, HKID card / passport number, position held by the applicant, stamp and signature, name of company, business registration number, registered business address and telephone number, registered factory address and telephone number.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the following :             <ul style="list-style-type: none"> <li>– liaising with the Intellectual Property Department, where necessary, to verify that the particulars furnished on the application form and the supporting documents provided by the applicant (such as copy of the Certificate of Registration of the trademark issued by the Intellectual Property Department, copy of the Notice of the Registration published in the Hong Kong Intellectual Property Journal, and / or documentary proof on the acquisition of relevant brand such as copy of the deed of assignment / deed of transfer or copy of the acquisition agreement, etc.) could serve the purpose of registration;</li> <li>– arranging pre-registration inspection by officers of the Customs and Excise Department; and</li> <li>– referring the verified application to the Mainland Ministry of Commerce for confirmation.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>♦ To facilitate the enforcement of the relevant provisions under the Import &amp; Export Ordinance, Cap. 60, its subsidiary legislations and any other relevant Ordinances (including the Protection of Non-Government Certificates of Origin Ordinance, Cap. 324) by the Department, Government Approved Certification Organisations (GACOs) and the Customs and Excise Department.</li> </ul>
<b>Zero Tariff under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)</b>	
<p>1. Forms for Requests for Developing the CEPA Rules of Origin (ROOs) for Goods that have no CEPA ROOs</p> <p>Personal data held include</p> <ul style="list-style-type: none"> <li>(a) name of the contact person of the company, telephone and fax numbers;</li> <li>(b) office / factory / correspondence addresses; and</li> <li>(c) name of signatory (the proprietor for sole proprietorship or one of the partners for partnership or a director or an authorised officer for limited company), position and signature.</li> </ul>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the form.</li> </ul>
<b>Statutory Declaration of Antique</b>	
<p>1. Statutory Declaration of Antique</p> <p>Personal data held include name, HKIC number and signature of the applicant applying for an official endorsement on the declaration to accompany exports of antiques to the UK and New Zealand.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications, including the identification of the individual who is making an oath under the Oaths and Declarations Ordinance, Cap. 11 and other purposes relating to the consideration and endorsement of the application.</li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>Boards and Committees</b>	
<p>1. Trade and Industry Advisory Board</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Board obtained from Home Affairs Bureau.</p> <p>2. Textiles Advisory Board</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Board obtained from Home Affairs Bureau, and interests declared by Members.</p> <p>3. Customer Liaison Group (CLG) of Trade and Industry Department – Application of applicants / participants to become a member of the CLG</p> <p>Personal data held include name, position held, gender, address, telephone number, Business Registration number and signature.</p> <p>4. Small and Medium Enterprises Committee</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Committee obtained from Home Affairs Bureau.</p> <p>5. Vetting Committee of the SME Development Fund and the Dedicated Fund on Branding, Upgrading and Domestic Sales (Organisation Support Programme)</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Committee obtained from Home Affairs Bureau, and interest declared by Members.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and assess suitability of the data subjects for appointment or re-appointment and to facilitate communication with them after appointment.</li> <li>♦ To enable the Department to assess and to avoid the possibility of conflict of interest.</li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<p>6. Review Body on Bid Challenges</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Review Body and interest declared by Members.</p> <p>7. Hong Kong Committee for Pacific Economic Cooperation Council (HKCPEC)</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates obtained from Home Affairs Bureau for appointment to the Committee.</p> <p>8. APEC Business Advisory Council (ABAC)</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates obtained from Home Affairs Bureau for appointment to the Council.</p> <p>9. Certification Co-ordination Committee</p> <p>Personal data held include name, position held, address, telephone number, fax number and email address of personnel representing respective Government Approved Certification Organisations (GACOs).</p>	<p>♦ To facilitate the Department in liaising with GACO representatives.</p>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<b>SME Funding Schemes</b>	
<p>1. Special Loan Guarantee Scheme (SpGS)<sup>(see note 1)</sup> application and other related forms<sup>(see note 2)</sup></p> <p>Personal data held include :</p> <ul style="list-style-type: none"> <li>(a) name, address and business registration number of the applicant / its related company(ies);</li> <li>(b) name and HKIC / passport number of owner / partner / major shareholder / guarantor of the applicant / its related company(ies);</li> <li>(c) name, position held, address, telephone number, fax number, email address and signature of the authorized signatory or contact person on the application and related forms; and</li> <li>(d) Equity interest of guarantor(s) in the applicant.</li> </ul> <p>Note 1 : The application period for the SpGS had closed by 31 December 2010.</p> <p>Note 2 : Other related forms include Application for Government's Consent, Additional Information on Related Company(ies), Acceptance of Conditions for the issue of Guarantee, Confirmation of Particulars of Guarantee, Advice on Termination, Payment Request Form and Questionnaire.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications and default claims for loan guarantee under SpGS.</li> </ul>

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<p>2. SME Loan Guarantee Scheme (SGS) application and other related forms<sup>(see note 2)</sup></p> <p>Personal data held include :</p> <ul style="list-style-type: none"> <li>(a) name, address and business registration number of the applicant / its related company(ies);</li> <li>(b) name and HKIC / passport number of owner / partner / major shareholder / guarantor of the applicant / its related company(ies); and</li> <li>(c) name, position held, address, telephone number, fax number, email address and signature of the authorized signatory or contact person on the application and related forms.</li> </ul>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and process the applications and default claims for loan guarantee under SGS.</li> </ul>
<p>3. Application for SME Export Marketing Fund</p> <p>Personal data held include :</p> <ul style="list-style-type: none"> <li>(a) name, HKIC / passport number, signature, company address, business registration number, telephone number, fax number, email address, etc.; and / or</li> <li>(b) partnership information / shareholder and director list which may show names, addresses, nationalities, HKIC / passport numbers of the partners, shareholders and directors, etc.</li> </ul>	<ul style="list-style-type: none"> <li>♦ To enable the Department to process the applications and contact the person in charge.</li> </ul>

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<p>4. Application for SME Development Fund / Dedicated Fund on Branding, Upgrading and Domestic Sales (Organisation Support Programme)</p> <p>Personal data held include :</p> <p>(a) name, company address, business registration number, telephone number, fax number, email address and signature of the authorised signatory;</p> <p>(b) names, company addresses, telephone numbers, fax numbers, email addresses, academic / professional qualifications and relevant working experience of members of the project team; and</p> <p>(c) names, addresses, nationalities, HKIC / passport numbers, signatures of shareholders and directors of companies as shown on the shareholder and director lists.</p>	<p>♦ To enable the Department to process the applications and contact the person in charge.</p>
<b>Support and Consultation Centre for SMEs (SUCCESS)</b>	
<p>1. Applications / notifications / undertakings / registration forms for various SUCCESS' services and activities</p> <p>Personal data held include :</p> <p>(a) the applicant's name, HKIC / passport number, age, signature, position held, address, telephone number, fax number, email address, company name, business registration number and company number.</p> <p>(b) Partnership information / shareholder and director list of the business / company, on which the names, addresses, nationalities, HKIC / passport number, etc of the partners, the shareholders and the directors may be shown.</p>	<p>♦ To enable the Department to process the applications and registrations, to arrange SUCCESS services and activities for the applicants / SMEs, to provide updates on the latest business development and information on SUCCESS activities and services through e-newsletters and e-mail alerts, to communicate and liaise with the applicants / SMEs and to identify the persons who signed the undertakings.</p>



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<b>Employment-related Personal Data</b>	
<p>1. Serving and Former Employees</p> <p>Personal data held include personal and family particulars, education, qualifications, employment history, salary and allowances, terms and conditions of service, housing, medical records, leave and passages, training, investments, outside employment, appraisal reports, promotion board assessments, records of conduct and discipline.</p>	<ul style="list-style-type: none"> <li>♦ For employment-related purposes including appointment, integrity checking, postings and transfers, offering / renewal / extension of contract, training and career development, revision of terms and conditions of service, promotion, discipline, retaining in service or dismissal, pensions and provisions of reference.</li> </ul>
<p>2. Applicants for Appointments</p> <p>Personal data held include personal and family particulars, education, qualifications, employment history, and any other recruitment and appointment data on applicants for appointment to grades under the control of the Director-General of Trade and Industry.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consider and assess suitability of the data subjects for recruitment or appointment, and to facilitate communication with the data subjects.</li> </ul>
<b>Others</b>	
<p>1. Registration forms for participation in activities organised by APEC</p> <p>Personal data held include name / title, age, sex, organisation represented, position held, correspondence address, contact telephone and fax numbers, particulars in travelling documents, signature, etc.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to consolidate and coordinate the participation of Hong Kong, China in activities organised by APEC. The forms are then transmitted to the organisers of the activities as required for processing.</li> </ul>
<p>2. List of subscribers of trade information circulars including “Notice to Exporters”, “Commercial Information Circular”, and “Certification Branch Circular”</p> <p>Personal data held include name of the contact person, company name, address of the company and telephone / fax numbers.</p>	<ul style="list-style-type: none"> <li>♦ To facilitate the Department in disseminating trade information circulars and other publications (e.g. Trade and Industry Department Handbook, Performance Pledge) of the Department, and to facilitate communication between Trade and Industry Department and the subscribers for conducting surveys and other purposes.</li> </ul>

<i><b>Types of Personal Data Held</b></i>	<i><b>Main Purposes for Collection</b></i>
<p>3. Individual contractors / service provider, contact person of companies providing services or goods to Trade and Industry Department</p> <p>Personal data held include contact person, name of the company, address, telephone / fax numbers and HKIC number.</p> <p>4. Application for participation in Student Attachment Programme, the participant's undertaking and engagement contract</p> <p>Personal data held include names, positions, HKIC numbers, signatures and contact details of the SMEs' signatories / contact persons, witnesses, lecturers and students.</p> <p>5. Enquiries and Complaints</p> <p>Personal data held include names, address, telephone number, fax number, email address of enquirers and complainants.</p>	<ul style="list-style-type: none"> <li>♦ To enable the Department to take actions relating to procurement and maintenance of goods / services for Trade and Industry Department. The information may be transferred to other Departments for similar purposes / use.</li> <li>♦ To facilitate the Department to contact the SMEs, lecturers and students; and identify the persons who signed the undertakings and engagement contracts.</li> <li>♦ To facilitate the Department in handling enquiries and complaints pursuant to the work of the services provided. The information may be transferred to other Departments, organisations or agencies for taking follow-up action on the enquiries and complaints.</li> </ul>