

**Types and Purposes of Personal Data Held**

<b>Types of personal data held</b>	<b>Main purposes of personal data held</b>
<p>1. <b><i>Employment-related records</i></b> -</p> <p>(a) Personal data held on HKO staff, including staff personal details, job particulars, details of salary, payments, benefits, leave and training records, medical records, performance appraisals, and disciplinary matters, etc.</p> <p>(b) Personal data held on applicants for appointment to grades under the control of the Director of the Hong Kong Observatory and students / other applicants seeking temporary employment</p>	<p>(a) For recruitment and human resource management purposes, relating to such matters as employees' appointment, employment benefits, termination, performance appraisal and discipline, etc.</p> <p>(b) For assessment of suitability for appointment.</p>
<p>2. <b><i>Consultants and Contractors</i></b> - personal data held include name, title, address, contact method, etc. of personnel employed by consultants and contractors</p>	<p>To facilitate the award and execution of contracts, and for the monitoring of technical competence of contractors/consultants to fulfil the requirements of contracts awarded.</p>
<p>3. <b><i>Use of the Department's Websites</i></b> - For different purposes and at different times (see Annex II), user of the Department's websites may be invited to provide personal data to the Department through the Department's websites on a voluntary basis. Personal information may include name, telephone number, mailing address and/or e-mail address etc.</p>	<p>The Department will specify the collection purpose and intended usage of the data collected when it invites user to provide such information and advise him/her how he/she may request access to or correction of the personal data provided.</p>
<p>4. <b><i>Subscribers to the Department's Services</i></b> – Personal data held include personal particulars including name, title, phone number and email address collected for subscription to the Department's services</p>	<p>To facilitate the processing of subscriptions to the Department's services.</p>

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<p>5. <b>Members of “Friends of the Observatory”</b> - Personal data of members of the "Friends of the Observatory" including name, year of birth, gender, email address and phone number</p>	<p>For enrolment and notification of Newsletter and other publications of the Department and for communication in connection with the organization of activities.</p>
<p>6. <b>Records of Reports to the Department</b> - Personal data of members of the public who provide reports of special weather, felt earth tremor, unidentified flying object, special astronomical phenomenon, etc. to the Department including name, telephone number and email address</p>	<p>If provided, for subsequent communication as necessary to obtain supplementary information concerning the reports.</p>
<p>7. <b>Enquiry/Suggestion/Complaint</b> - Personal data of members of the public who make enquiry / suggestion / complaint to the Department including name, email address and phone number</p>	<p>For handling the case concerned.</p>
<p>8. <b>Request for Access to Information</b> – Personal data of members of the public who make requests under the Code on Access to Information or Personal Data (Privacy) Ordinance</p>	<p>For dealing with requests under the Code on Access to Information and Personal Data (Privacy) Ordinance.</p>