

**Personal Data (Privacy) Ordinance**  
**Hospital Authority Policy and Procedure**

**1. POLICY FOR COMPLIANCE WITH DATA PROTECTION PRINCIPLES**

**Data Protection Principles**

We, the Hospital Authority, pledge our support and compliance with the following Data Protection Principles:

Principle 1 – lawful and fair collection of personal data.

Principle 2 – keeping of accurate personal data and deletion of personal data which are no longer required.

Principle 3 – use personal data in accordance with purposes of collection or directly related purposes.

Principle 4 – personal data be surrounded with appropriate security.

Principle 5 – openness about personal data.

Principle 6 – rights of access / correction of personal data by data subjects.

We will uphold these principles for personal data which relate directly or indirectly to a living individual, which are in a form in which access or processing it practicable.

**2. DATA ACCESS / CORRECTION**

The right of access / correction of personal data under the Ordinance will be observed. Any data subject has a right of access to, and correction of his inaccurate personal data in accordance with Principle 6 of the Personal Data (Privacy) Ordinance.

**3. AN ADDITIONAL CHANNEL**

This Ordinance provides an additional avenue to, but does not replace, the existing channels for access to and correction of personal data. Only copies of personal data will be provided under the Ordinance. Patients who wish to obtain medical reports which have not previously been written should apply through the existing channels.

**4. ENQUIRIES**

Data Subjects may make enquiries at, and obtain forms or scale of fees payable for data access from the Data Controllers' office at the hospital.