

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

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
Textiles Related Registrations	
<p>1. Textiles Trader Registration</p> <p>(i) Application of Company/Registered Business for Registration as a Textiles Trader for purposes other than handling transshipment cargo</p> <p>Personal data held include name, address of company/business, HKIC/passport numbers, date of birth, position held and signature.</p> <p>(ii) Application of Company/Registered Business for Registration as a Textiles Trader for the purpose of handling transshipment cargo</p> <p>Personal data held include :</p> <p>(a) name, telephone/fax numbers, address of company/business, HKIC/passport numbers, date of birth, position held and signature of the signatory; and</p> <p>(b) name and HKIC number of driver/passenger of goods vehicles owned by the company/registered business which have Closed Road Permits issued by the Immigration Department.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and processing the applications, including the following : <ul style="list-style-type: none"> – to determine applicant’s suitability for inclusion in the Textiles Trader Registration Scheme; – to ensure that the person is authorised to sign the application form on behalf of the company/registered business; and – to facilitate checking, investigation and where necessary, taking legal action against breach of the conditions of the Textiles Trader Registration Scheme or other offenses under the Import and Export Ordinance and/or its subsidiary legislation.

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Various Kinds of Textiles Related Forms	
<p>1. Textiles Related Forms</p> <p>Personal data which may include name, specimen signature, HKIC number and position held by the applicants, company address, Business Registration Number and Textiles Trader Registration Number, are collected from the following textiles-related forms and applications :</p> <ul style="list-style-type: none"> (i) Import/Export licences (ii) Reply form to query on import/export licence discrepancy (iii) Application for amendment and cancellation of licences (iv) Application for expeditious issue of licences (v) Application for certified true copy/replacement licence/duplicate licence (vi) Application for issue of textile import/export licence – loss of receipt (vii) Enquiry on classification (viii) Application for Assistance regarding Textile Consignments with enhanced customs clearance problems (ix) Enquiry on Import/Export Licence Status <p>2. Notification Forms</p> <ul style="list-style-type: none"> (i) Import Notification (Textiles) (ii) Export Notification I (Textiles) (iii) Export Notification II (Textiles) (iv) Transshipment Notification (Textiles) <p>Personal data held include name, address, telephone/fax numbers and specimen signature.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – to identify the persons who sign the forms and applications on behalf of the company; and – to facilitate checking, investigations and where necessary taking legal action against any breach of conditions for the issue of the licence and/or administrative actions. ♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – to identify the person who has made the declaration on notification form on behalf of the Registered Textiles Trader; – to facilitate checking, investigation and, where necessary, taking legal actions against discrepancies found on notifications.

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Factory Registration	
<p>1. Application for Factory Registration</p> <p>Personal data held on the responsible persons of applicant factory include</p> <p>(a) name, HKIC number, signature, residential and office/factory addresses and telephone/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 numbers, address, nationality, business occupation and particulars of other directorship) of all the directors of other directorship) of all the directors of the company registered under the Companies Ordinance, Cap. 32; and</p> <p>(b) name and HKIC number of the factory manager.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – 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"> (i) a registration under the Local Subcontracting Arrangement (LSA) or Outward Processing Arrangement (OPA) and OPA Combined Form; and (ii) Restrained Textiles Export Licence, Certificate of Origin, and Production Notification for Cut and Sewn Garments. ◆ To facilitate the enforcement of the relevant provisions under the Import & Export Ordinance, Cap. 60, its subsidiary regulations and any other relevant Ordinances.
Comprehensive Licence	
<p>Personal data held include name, HKIC number, passport number, company and residential address, business registration number, position held by the applicant, telephone/fax number, email address and specimen signature.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – to verify and to identify the applicant applying for a comprehensive licence; and – to facilitate checking, investigation and where necessary, taking legal action against any breach of conditions for the issue of the licence and/or administrative actions.

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Certification Services	
<p>1. Application for Certificate of Hong Kong Origin, Certificate of Hong Kong Origin – CEPA, 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 number, factory address, telephone/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"> ◆ 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, and enforcement of the relevant provisions under the Import & Export Ordinance, Cap. 60, and any other relevant Ordinance.
Production Notification (PN)	
<p>1. PN Application and Related Forms</p> <p>(i) Production Notification (PN)</p> <p>(ii) Enquiry on permissible limits for component parts</p> <p>(iii) Classification Enquiry for Certification Purposes</p> <p>(iv) Form for Provision of PN Supporting Document</p> <p>Personal data held include name, specimen signature, HKIC Number and position held by the applicant/enquirer, factory address/correspondence address, Business Registration Number and Factory Registration Number.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the applications/enquiries, including the following : <ul style="list-style-type: none"> – to verify the identity of the persons signing on the forms and applications against those authorised by the factory upon registration, where the factory concerned has been registered with the Department under Factory Registration; and – to identify the persons who sign the forms and applications on behalf of the factory, where the factory concerned is/is not registered with the Department under Factory Registration.
Trade Licensing (Non-Textiles) Registrations & Licences/Certificates	
<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 & passport numbers of the shareholders and the directors, etc.</p>	<ul style="list-style-type: none"> ◆ 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.

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<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> <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>4. 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>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the applications for approval and for communication with the person in charge in case of emergency. ◆ To enable the Department to consider and process the applications for registration. ◆ To enable the Department to consider and process the applications for registration/renewal of registration.

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<p>5. 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 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"> ◆ To enable the Department to consider and process the applications for registration.
<p>6. 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"> ◆ To enable the Department to consider and process the applications for registration/renewal of registration.
<p>7. Application for Registration of 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"> ◆ To enable the Department to consider and process the applications.
<p>8. Application for Import Licence or Export Licence for Strategic Commodities</p> <p>Personal data held include name, address, telephone/fax numbers, HKIC/passport numbers and signature.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the applications.

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<p>9. 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> <p>10. 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> <p>11. 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> <p>12. 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"> ◆ To enable the Department to consider and process the applications. ◆ To enable the Department to consider and process the applications. ◆ To enable the Department to consider and process the applications. ◆ To enable the Department to consider and process the applications for registration.
E-Services	
<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> <p>2. Request for Re-setting Password of User Login Account (ULA) or Comprehensive Licence Account (CLA)</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"> ◆ 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"> – to verify the identity of the ULA applicants against those persons authorised by the director upon registration. ◆ To enable the Department to validate the request for re-setting the account password of the corresponding ULA or CLA : <ul style="list-style-type: none"> – to verify the identity of the applicant against the particulars of the account.

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Hong Kong Service Supplier (HKSS) Certification Scheme	
<p>1. Application for HKSS Certificate</p> <p>Personal data held include</p> <p>(a) name of the contact person of the applicant company;</p> <p>(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;</p> <p>(c) name, address, HKIC/passport numbers and signature of the authorised person of the applicant company who makes the Statutory Declaration;</p> <p>(d) names and signature of the designated professionals certifying the supporting documents and the Notary Public/Commissioner of Oath administering the Statutory Declaration;</p> <p>(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;</p> <p>(f) names, addresses, and HKIC/passport numbers of the sole-proprietors, partners, board of directors and employees of the applicant company;</p> <p>(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);</p>	<p>♦ To enable the Department to process and verify the applications.</p>

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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>	
Zero Tariff under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)	
<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> <p>(a) name of the contact person of the company, telephone and fax numbers;</p> <p>(b) office/factory/correspondence addresses; and</p> <p>(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.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to consider and process the form.
Statutory Declaration of Antique	
<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"> ◆ 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.

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Boards and Committees	
<ol style="list-style-type: none"> <li data-bbox="161 349 751 539">1. Trade and Industry Advisory Board Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Board obtained from Home Affairs Bureau. <li data-bbox="161 580 751 808">2. Textiles Advisory Board 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. <li data-bbox="161 846 751 1144">3. Customer Liaison Group (CLG) of Trade and Industry Department – Application of applicants/participants to become a member of the CLG Personal data held include name, position held, gender, address, telephone number, Business Registration number and signature. <li data-bbox="161 1182 751 1435">4. Small and Medium Enterprises Committee Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Committee obtained from Home Affairs Bureau, and interests declared by Members. <li data-bbox="161 1473 751 1671">5. Review Body on Bid Challenges Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Review Body and interest declared by Members <li data-bbox="161 1709 751 1962">6. Hong Kong Committee for Pacific Economic Cooperation Council (HKCPEC) Personal data held include Curriculum Vitae of Members and potential candidates obtained from Home Affairs Bureau for appointment to the Committee 	<ul style="list-style-type: none"> <li data-bbox="805 349 1436 528">◆ 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 data-bbox="805 551 1436 618">◆ To enable the Department to assess and to avoid the possibility of conflict of interest.

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<p>7. APEC Business Advisory Council</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates obtained from Home Affairs Bureau for appointment to the Council</p>	
Employment-related Personal Data	
<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> <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"> ◆ For employment-related purposes including appointment, integrity checking, postings and transfers 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. ◆ 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.
Others	
<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> <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"> ◆ 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. ◆ 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.

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<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"> ◆ 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. ◆ To facilitate the Department to contact the SMEs, lecturers and students; and identify the persons who signed the undertakings and engagement contracts. ◆ 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.