

**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 Trader Registration	
<p>1. Textiles Trader Registration</p> <p>Personal data held on application of company / registered business for Registration as a Textiles Trader include</p> <p>(a) name, telephone / fax number, email address, company / registered business address, HKIC / passport number, position held and signature of the signatory; 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, including the following :<ul style="list-style-type: none">– to determine applicant’s eligibility 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 to confirm the applicant’s compliance with the conditions of the Textiles Trader Registration Scheme and the Import and Export Ordinance and its subsidiary legislation.

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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 / passport number, signature, residential, office and factory addresses, email address, telephone and fax numbers in respect of the proprietor (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 signature of the authorised signatories.</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) Certificate of Origin. ♦ To facilitate the enforcement of the relevant provisions under the Import & Export Ordinance, Cap. 60, its subsidiary regulations and any other relevant Ordinances.
Certification Services	
<p>1. Application for Certificate of Hong Kong Origin, Certificate of Hong Kong Origin – CEPA, Certificate of Hong Kong Origin-New Zealand, Certificate of Hong Kong Origin – Georgia, Certificate of Hong Kong Origin – Form AHK, Certificate of Origin – Processing, registration under Local Subcontracting Arrangement (LSA) / Outward Processing Arrangement (OPA) and OPA Combined Form</p> <p>Personal data held include name, HKIC / passport number, home / office and factory addresses, telephone and fax numbers , email address, office held 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. ♦ To facilitate the enforcement of the relevant provisions under the Import & Export Ordinance, Cap. 60, its subsidiary regulations and any other relevant Ordinances.

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Trade Licensing (Non-Textiles) Registrations & Licences / Certificates	
<p>1. Registration as a stockholder of rice</p> <p>Personal data held on application of company / registered business for Registration as a stockholder of rice include</p> <p>(a) name, telephone / fax number, email address, company / registered business address, HKIC / passport number, position held and signature of the signatory; and</p> <p>(b) shareholder and director' list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the shareholders and director.</p> <p>2. Approval as a rice storage place</p> <p>Personal data held on application of company / registered business for approval as a rice storage place include</p> <p>(a) name, telephone / fax number, email address, company / registered business address, HKIC / passport number, position held and signature of the signatory; and</p> <p>(b) names, addresses, email addresses, nationalities and HKIC / passport numbers of the shareholders and directors.</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 determine applicant's eligibility for registration as a stockholder of rice; – to ensure that the person is authorised to sign the application form on behalf of the company / registered business; and – to facilitate checking / investigation to confirm the applicant's compliance with the conditions of the Rice Control Scheme and the Reserved Commodities Ordinance and its subsidiary legislation. ♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – to determine the eligibility of the applicant's godown as an approved rice storage place; – to ensure that the person is authorised to sign the application form on behalf of the company / registered business; and – to facilitate checking / investigation to confirm the applicant's compliance with the conditions of the Rice Control Scheme and the Reserved Commodities Ordinance and its subsidiary legislation.

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<p>3. Import Licence or Export Licence for Rice</p> <p>Personal data held on application for Import Licence or Export Licence for rice include name, address, telephone number, HKIC / passport number, email address and signature of the signatory.</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 applicant as individual or person who signs the form and applications on behalf of the company; and – to facilitate checking / investigation to confirm the applicant's compliance with the conditions of the Rice Control Scheme and the Reserved Commodities Ordinance and its subsidiary legislation.
<p>4. Registration as Local Importers of Mainland Cereals and Grain Flour</p> <p>Personal data held on application of company / registered business for Registration as Local Importers of Mainland Cereals and Grain Flour include</p> <p>(a) name, company / registered business address, HKIC / passport number, position held and signature of the signatory;</p> <p>(b) name, telephone / fax number and email address of the contact person; and</p> <p>(c) 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, including the following : <ul style="list-style-type: none"> – to determine applicant's eligibility for Registration as Local Importers of Mainland Cereals and Grain Flour; – to ensure that the person is authorised to sign the application form on behalf of the company / registered business; and – to facilitate inspection / verification to confirm the applicant's compliance with the obligations and undertakings of the Registration as Local Importers of Mainland Cereals and Grain Flour.

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<p>5. Registration as Hong Kong Registered Wine Exporters</p> <p>Personal data held on application of company / registered business for Registration as Hong Kong Registered Wine Exporters include</p> <p>(a) name, company / registered business address, HKIC / passport number, position held and signature of the signatory;</p> <p>(b) name, telephone / fax number and email address of the contact person; and</p> <p>(c) director list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the directors.</p> <p>6. Application for Registration as a Rough Diamond Trader</p> <p>Personal data held include</p> <p>(a) name, address, telephone/ fax numbers, email address, position held, signature and HKIC / passport numbers of the applicant or authorised signatory or contact person ; 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, including the following :</p> <ul style="list-style-type: none"> – to determine applicant's eligibility for Registration as Hong Kong Registered Wine Exporters; – to ensure that the person is authorised to sign the application form on behalf of the company / registered business; and – to facilitate inspection / verification to confirm the applicant's compliance with the obligations and undertakings of the Registration as Hong Kong Registered Wine Exporters. <p>♦ To enable the Department to consider and process the applications for registration / renewal of registration.</p>

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<p>7. Application for Registration under Transshipment Cargo Exemption Scheme</p> <p>Personal data held include</p> <ul style="list-style-type: none"> (a) name, address, telephone / fax numbers, email address, position held, HKIC number and signature of the authorised signatory (b) HKIC / driving licence numbers and names of drivers / passengers of the goods vehicles owned by the applicant company and which have Closed Road Permits issued by the Transport Department; and (c) director list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the directors. 	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications for registration / renewal of registration.
<p>8. Application for Registration under Section 5 of the Ozone Layer Protection Ordinance</p> <p>Personal data held include</p> <ul style="list-style-type: none"> (a) name, address, telephone / fax numbers, email address, position held and signature of the authorised signatory or responsible person; and (b) director list of the company which may show the names, addresses, email addresses, nationalities and HKIC / passport numbers of the directors. 	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications for registration / renewal of registration.
<p>9. 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"> ♦ To enable the Department to consider and process the applications.

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<p>10. 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"> ♦ To enable the Department to consider and process the applications.
<p>11. Application for International Import Certificate</p> <p>Personal data held include name, position held and signature.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications.
<p>12. Application for Delivery Verification Certificate</p> <p>Personal data held include name, address, telephone number and signature.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications.
<p>13. 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"> ♦ To enable the Department to consider and process the applications.
<p>14. Application for Kimberley Process Certificates</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"> ♦ To enable the Department to consider and process the applications.
<p>15. Application for Import Licence, Export Licence or Import and Export Licence for Ozone Depleting Substances</p> <p>Personal data held include name, address, telephone number and signature of the applicant.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications.

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<p>16. 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>17. 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> <p>18. Application for Export Licence for Powdered Formula and related documents</p> <p>Personal data held include name, HKIC / passport number, email address, telephone number, address, position held and signature of the signatory / the authorised person of the exporter.</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 for registration. ♦ To enable the Department to consider and process the applications, including the following : <ul style="list-style-type: none"> – to identify the applicant as individual or person who signs the application and related documents on behalf of the company; and – to facilitate checking / investigation to confirm the applicant's compliance with conditions for the issue of the licence and the Import and Export Ordinance and its subsidiary legislation.

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E-Services	
<p>1. Application of User Log-in Account (ULA)</p> <p>Personal data held include 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)</p> <p>Personal data held include the name and signature of the signatory as registered under the TTR or FR of the subject company / registered business, name of contact person, telephone number and fax number.</p> <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 / fax numbers, 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"> ♦ To verify the identity of the ULA applicant against the authorised signatory under the relevant registration and enable the Department to validate the application for activation of the ULA of the corresponding holder of TTR or FR. ♦ To verify the identity of the applicant against the authorised signatory under the relevant registration and enable the Department to validate the request for re-setting the password of the corresponding ULA. ♦ To enable the Department to consider and process the applications for registration.
<p>4. E-Account Subscription for Registered Rough Diamond Trader</p> <p>Personal data held include the name, position held, and signature of the signatory of the rough diamond trader registration.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to process and verify the applications.

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

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<ul style="list-style-type: none"> (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); (h) signatures in the relevant tenancy agreement involving the applicant company; (i) information in various licences / permits / practising certificates held by individuals; and (j) information of the applicant company's clients. 	<ul style="list-style-type: none"> ♦ To enable the Department to process and verify the applications.
Hong Kong Investor (HKI) Certification Scheme	
<p>1. Application for HKI Certificate</p> <p>Personal data held include</p> <ul style="list-style-type: none"> (a) name of the contact person of the applicant company; (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; (c) name, address, HKIC / passport numbers and signature of the authorised person of the applicant company who makes the Statutory Declaration; (d) names and signature of the designated professionals certifying the supporting documents and the Notary Public / Commissioner of Oath administering the Statutory Declaration; (e) name, address, occupation and signature of the interpreter who provides interpretation service to the authorised person of the applicant company to make the Statutory Declaration; 	<ul style="list-style-type: none"> ♦ To enable the Department to process and verify the applications.

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<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>(h) signatures in the relevant tenancy agreement involving the applicant company;</p> <p>(i) information in various licences / permits / practising certificates held by individuals; and</p> <p>(j) information of the applicant company's clients.</p>	<p>♦ To enable the Department to process and verify the applications.</p>
Registration of Hong Kong Brand Watches	
<p>1. Application Form for Registration of Hong Kong Brand Watches</p> <p>Personal data held include name of the signatory, HKIC / passport number, business registration number, registered business and factory addresses, telephone and fax numbers, email address, and position held and signature of the signatory.</p>	<p>♦ To enable the Department to consider and process the applications, including the following :</p> <ul style="list-style-type: none"> – 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; – arranging pre-registration inspection by officers of the Customs and Excise Department; and – referring the verified application to the Mainland Ministry of Commerce for confirmation.

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	<ul style="list-style-type: none"> ♦ To facilitate the enforcement of the relevant provisions under the Import & 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.
Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA) Agreement on Trade in Goods: Request for Revisions to CEPA Rules of Origin	
<p>1. Application Form for Requests for Revisions to CEPA Rules of Origin by Hong Kong Manufacturers</p> <p>Personal data held include names of the contact person and signatory, correspondence / office / factory addresses, telephone and fax numbers, email address, and position held and signature of the signatory.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications, including the identification of the applicants.
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.

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
Boards and Committees	
<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 and Youth Affairs Bureau.</p> <p>2. Customer Liaison Group (CLG) of Trade and Industry Department</p> <p>Personal data held include name, position held, gender, address, email address, telephone number and signature of members of the CLG.</p> <p>3. 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 and Youth Affairs Bureau.</p> <p>4. Vetting Committee of the Trade and Industrial Organisation Support Fund</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the Committee obtained from Home and Youth Affairs Bureau, and interest declared by Members.</p> <p>5. Programme Management Committee (PMC) of the Dedicated Fund on Branding, Upgrading and Domestic Sales</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates for appointment to the PMC obtained from Home and Youth Affairs Bureau.</p>	<ul style="list-style-type: none"> ♦ 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. ♦ To enable the Department to assess and to avoid the possibility of conflict of interest.

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<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 obtained from Home and Youth Affairs Bureau and interests declared by Members.</p>	
<p>7. Hong Kong Committee for Pacific Economic Cooperation (HKCPEC)</p> <p>Personal data held include Curriculum Vitae of Members and potential candidates obtained from Home and Youth Affairs Bureau for appointment to the Committee.</p>	<ul style="list-style-type: none"> ♦ 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. ♦ To enable the Department to assess and to avoid the possibility of conflict of interest.
<p>8. APEC Business Advisory Council (ABAC)</p> <p>Personal data held include Curriculum Vitae of Members of ABAC Hong Kong, China, and potential candidates for new Members obtained from Home and Youth 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>10. Working Group on Industrial, Commercial and Professional Sectors (ICPWG) under Constitution and Basic Law Promotion Steering Committee</p> <p>Personal data held include name, position held, gender, address, telephone number, fax number and email address of Members of ICPWG.</p>	<ul style="list-style-type: none"> ♦ 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. ♦ To enable the Department to assess and to avoid the possibility of conflict of interest. ♦

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
Funding Schemes	
<p>1. Special Loan Guarantee Scheme (SpGS)^(see note 1) application and other related forms^(see note 2)</p> <p>Personal data held include :</p> <ul style="list-style-type: none"> (a) name, address and business registration number of the applicant / its related company(ies); (b) name and HKIC / passport number of owner / partner / major shareholder / guarantor of the applicant / its related company(ies); (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 (d) Equity interest of guarantor(s) in the applicant. <p>Note 1 : The application period for the SpGS closed on 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"> ♦ To enable the Department to consider and process the applications and default claims for loan guarantee under SpGS.

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
<p>2. SME Loan Guarantee Scheme (SGS) (see note 3) application and other related forms^(see note 2)</p> <p>Personal data held include :</p> <ul style="list-style-type: none"> (a) name, address and business registration number of the applicant / its related company(ies); (b) name and HKIC / passport number of owner / partner / major shareholder / guarantor of the applicant / its related company(ies); and (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. <p>Note 3 : The application period for the SGS closed on 31 March 2021.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consider and process the applications and default claims for loan guarantee under SGS.
<p>3. Application for SME Export Marketing Fund</p> <p>Personal data held include :</p> <ul style="list-style-type: none"> (a) name(s), address(es) and business registration number(s) of the applicant / its related company(ies); (b) name(s), address(es), HKIC / and passport number(s) of sole proprietor/ partners, shareholders / directors of the applicant / its related company(ies); and (c) name, HKIC / passport number, position held, signature, telephone number, fax number and email address of the authorised signatory or contact person on the application. 	<ul style="list-style-type: none"> ♦ To enable the Department to process the applications and contact the person in charge.

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<p>4. Application for Trade and Industrial Organisation Support Fund</p> <p>Personal data held include :</p> <p>(a) name, HKIC / passport number and signature of the authorised signatory; and</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.</p>	<p>♦ To enable the Department to process the applications and contact the person in charge.</p>
Support and Consultation Centre for SMEs (SUCCESS)	
<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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Industries Liaison	
<p>1. Registration forms for the “Directory of Hong Kong Trade and Industrial Organisations”</p> <p>Personal data held include names, titles, positions held, telephone numbers and signatures of the key office-bearers/contact persons of the relevant organisations, and their company and organisation names, addresses, telephone numbers, fax numbers, email addresses and website addresses.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to compile the “Directory of Hong Kong Trade and Industrial Organisations” for uploading onto the Department’s website and liaising with relevant organisations.
<p>2. Application forms for industries-related activities</p> <p>Personal data held include name, position held, organisation name, address, telephone number, fax number, email address and signature of the contact person/signatory on the application form.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to arrange industries-related activities, including processing the applications and liaising with the applicants.
<p>3. Entry/registration forms for activities organised by the ICPWG.</p> <p>Personal data held include the entrant’s/applicant’s name, gender, address, HKIC/passport number, telephone number, fax number, email address and signature.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to process the entries/registrations and to liaise with the entrants/applicants.
<p>4. Registration forms for the Hong Kong Awards for Industries Awards Presentation Ceremony organised by the Secretariat of the Organising Committee of the Hong Kong Awards for Industries.</p> <p>Personal data held include the guest’s name, gender, position held, organisation/company name, telephone number and email address.</p>	<ul style="list-style-type: none"> ◆ To enable the Department to process the registrations and to liaise with the guests.

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
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, 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. ♦ 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.

<i>Types of Personal Data Held</i>	<i>Main Purposes for Collection</i>
Others	
<p>1. Registration forms for participation in activities and meetings such as activities organised by APEC and WTO, and events/meetings related to trade agreement negotiations, etc.</p> <p>Personal data held include name, title, age, gender, nationality, organisation represented, position held, correspondence address, contact email address, telephone and fax numbers, particulars in travelling documents, signature, etc.</p>	<ul style="list-style-type: none"> ♦ To enable the Department to consolidate and coordinate Hong Kong, China's participating in/hosting of activities and meetings. Where applicable, the forms are transmitted to the event organisers as required for processing.
<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 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.
<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>	<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.
<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>	<ul style="list-style-type: none"> ♦ To facilitate the Department to contact the SMEs, lecturers and students; and identify the persons who signed the undertakings and engagement contracts.
<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 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.