

Supplementary Note on Undertaking on the Use of Voters' Information

Candidates have to adopt the following measures when they handle voters' and authorised representatives' personal data in all forms (including but not limited to personal data contained in printed materials) :

- (1) ensure that the computer(s)/server(s) in which voters' and authorised representatives' personal data are processed/stored is/are protected by security devices to prevent unauthorised access/retrieval;
- (2) **ensure proper erasure and destruction of all the voters' and authorised representatives' personal data (regardless of their form) used or held, or return the personal data concerned to the Registration and Electoral Office for proper disposal within two weeks after this election;**
- (3) keep a written record of the provision, retrieval and destruction of voters' and authorised representatives' personal data; and
- (4) report to the Registration and Electoral Office and Office of the Privacy Commissioner for Personal Data, Hong Kong in the event of any suspected leakage of voters' and authorised representatives' personal data.

Candidates who engage Election Agent (EA)/electioneering personnel to handle voters' and authorised representatives' personal data must also:

- (5) ensure that the EA/electioneering personnel possess adequate knowledge and awareness of information security;
- (6) explicitly require the EA/electioneering personnel to follow Data Protection Principle 3¹ of the Personal Data (Privacy) Ordinance ("PD(P)O") and inform them that the voters' and authorised representatives' personal data should only be used for purposes specified by the candidate in relation to this election and that the measures as outlined in items (1) - (4) above must be adopted;
- (7) inform the EA/electioneering personnel in writing of their responsibilities in protecting the personal data of voters and authorised representatives' and ensure that they understand the requirements of Data Protection Principle 4¹ of the PD(P)O; and
- (8) obtain written undertakings from the EA/electioneering personnel that they should act in compliance with Data Protection Principle 3¹ of the PD(P)O and follow the security requirement imposed by the candidate, and take appropriate measures to ensure compliance by them with the security requirements imposed by the candidate.

Registration and Electoral Office
November 2016

¹ Please refer to "Guidance Note on Electioneering Activities" issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong in August 2015.