



The Hong Kong Psychological Society Ltd.

香港心理學會有限公司

Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong

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Website: www.hkps.org.hk

Privacy Policy Statement

Statement of Policy

The Hong Kong Psychological Society Limited (“Society”) is committed to comply with the requirements under the Personal Data (Privacy) Ordinance, Cap. 486. The policy of the Society in handling personal data is stated in this Privacy Policy Statement which is publicly accessible on the Society's website at www.hkps.org.hk.

Statement of Practices

The type of personal data collected and held by the Society can be categorised into the following:

1. **Membership records** which include in:
 - a. membership application and updated information
 - i. names
 - ii. title
 - iii. past membership
 - iv. other professional membership, non-local registration and licensure
 - v. postal mailing address
 - vi. email address
 - vii. telephone number
 - viii. mobile phone /pager number
 - ix. fax number
 - x. academic qualifications, institution of study, and transcripts
 - xi. professional training, practicum, supervision, supervisors, and qualifications
 - xii. title and abstract of thesis or dissertation
 - xiii. fellowship
 - xiv. employment and volunteer experience
 - xv. referee's statement
 - xvi. letter of good standing
 - xvii. professional discipline history
 - xviii. criminal conviction history
 - xix. membership type and dates
 - xx. language
 - xxi. vocational skills
 - xxii. personal interests
 - xxiii. date of birth
 - xxiv. declaration and undertaking
 - b. registered psychologist details
 - xxv. registered number assigned by the Society
 - xxvi. membership type
 - xxvii. divisional membership
 - xxviii. academic qualifications
 - xxix. professional interest
 - xxx. positions held

- xxxi. contacts & links
 - xxxii. honours & awards
 - xxxiii. honorary appointments, community services, positions in professional organizations
 - xxxiv. publications & presentations
 - xxxv. additional information submitted for professional registration
 - c. membership cards and certificates issued
 - d. participation records for continuing educational programmes, training courses, seminars, workshops and other activities held or recognised by the Society
 - e. examination records/ certificates/ transcripts
 - f. correspondence with the Society.
2. **Complaints, investigations, disciplinary actions records** which include personal data collected in relation to complaints received by the Society, compliance checks, inspections, interventions, identities of witnesses and accompanying persons, investigation & appeal hearing records, disciplinary decisions and actions taken by the Society.
 3. **Personnel records of the Society's employees** which include personal data in the resumes, contact information, recruitment data, reference checks, employment particulars and contracts, performance appraisals, disciplinary matters, salary, leave and sickness records, over-time records, employee insurance records, Mandatory Provident Fund scheme records, records of service of the Society's employees, personal data of the employees' next of kins.
 4. **Records collected on webservers** which include email addresses and passwords collected from members for the online members zone by the Society and the communications between the Society and the members. Information on the website traffic and access hits of the contents of the website are tracked without identifying any individual when providing these online services.
 5. **Other miscellaneous records** which include:
 - a. enquiries from the media and non-members and related communications;
 - b. personal data held in minutes and records of meetings, personal data of members of the Society's Council, committees and working parties, panels, teams;
 - c. administrative and executive functions, activities, organizing and delivering promotional, educational and training activities, subscription of publications, invitations, information of speakers or trainers, event organisers, collaborators, or advertisers;
 - d. personal information contained in photos, videos and other recordings;
 - e. personal data collected from job applicants, volunteers, mentees or interns, contract services;
 - f. Payment & donation records;
 - g. Scholarship, awards, prizes, and sponsorship records;
 - h. Company directors' registration records; and
 - i. Professional & directors insurance records.

Use of Personal Data

Personal data may be used for one or more of the following purposes:

1. processing and vetting any membership application and updating (including changing to different categories of membership), and related returns and notifications;
2. verifying membership and identity;
3. proving of consent & agreement;

4. issuing invitation letters, appointment letters, congratulation letters, letters of good standing, testimonials, & certificates;
5. keeping of a register of membership and the management of all matters incidental thereto;
6. providing information of members to the public to facilitate the identification of members and psychologists and about the services these psychologists provide (including display of information set out in section “*Statement of Practices – I. Membership records – a. membership application and updated information, and b. registered psychologist details*” above); and verifying information to be published on the Society’s website;
7. processing complaints, investigations, disciplinary actions, enforcement, regulatory actions, enquiries or feedback; and publishing results or conclusions of thereto;
8. organizing, communicating, promoting, inviting, providing, enrolling, vetting, and verifying of various services to members and public (meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities);
9. conducting recruitment and human resources purposes (including consideration of job, volunteer, mentorship and internship applications);
10. conducting research or statistical purposes;
11. administering the web services provided by the Society; and
12. performing the Society’s administration and operating functions and powers in connection with registration and under other applicable legislations, rules and regulations.

The provision of personal data is generally voluntary unless otherwise specified. A failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process request, application, submission, enquiry, complaint or matter (as the case may be), or for the Society to perform its functions or powers.

Retention

Different retention periods apply to the various kinds of personal data collected and held by the Society. The Society shall maintain and execute retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used.

Until there is statutory registration and regulation of psychologists and psychological practices in Hong Kong, the Society’s historical function as a regulatory body will remain important. The Society shall publish the name and the verdict of any member or ex-member who was found after disciplinary investigation to have breached the Society’s Code of Professional Conduct until the Society is satisfied that the public interest is well served.

Transfer of Personal Data

The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, co-organisers of events, and any third party lawfully required and/or holding a court order for the disclosure of the information. Personal data provided in a complaint will be used, disclosed or transferred only for those purposes related to the complaint, for example, it may need to be disclosed to the person / company against whom a complaint has been made and to inform relevant regulatory bodies and professional organizations of any positive finding on the breach of professional conduct.

Security

The Society takes appropriate steps to protect personal data it holds against loss, unauthorised access, use, modification or disclosure.

Website

When you visit the Society's website, a record of your visit is made as a "hit", which may show your Internet Protocol (IP) address and the pages you have visited. No personally identifiable information is collected under this circumstance except in the member login pages. The Society may use such information for statistical purposes, and for the purposes of maintaining and improving the Society's website.

Direct Marketing

The Society may use your email address for marketing, including meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities.

If you wish the Society to exclude your personal data for direct marketing purposes, please send us an email, along with your name and membership number to General Secretary at admin@hkps.org.hk.

Access and Correction

A data subject has the right to request access to and to request the correction of his personal data. While certain member's personal data can be updated online by the member, other data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link "Data Access Request Form" (<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>) and sending it to the following person:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong
Email: admin@hkps.org.hk

When handling a data access or correction request, the Society will check the identity of the requestor to ensure that he/she is the person legally entitled to make the data access or correction request. A fee is chargeable by the Society for complying with a data access request.

This Privacy Policy Statement may be amended from time to time. You are strongly advised to check for the latest version on a regular basis. Your continuation or renewal of membership in the Society after this Privacy Policy Statement changed will constitute your acceptance of such changes.