



Statement on Hospital's Data Protection Policy and Practice

This Policy and Practice applies to Hong Kong Baptist Hospital “the Hospital” and its Medical Centers.

Policy

It is the policy of the Hospital that it will:

1. collect adequate but not excessive Personal Data relating to living individuals by lawful and fair means for lawful purposes.
2. take all reasonably practicable steps to ensure that the Personal Data collected or retained is accurate for the purpose for which it is to be used.
3. take all reasonably practicable steps to erase Personal Data which is no longer necessary for the purposes for which it is to be used.
4. not use the Personal Data collected for any purpose other than the purposes or directly related purposes for which the data was to be used at the time of collection unless there is consent from the individual concerned or use otherwise permitted by law.
5. take such reasonably practicable steps to ensure that the Personal Data collected will be protected against unauthorized or accidental access, processing, erasure, loss or use.
6. take such reasonably practicable steps to ensure that a person can be informed of the kinds of Personal Data that the Hospital holds and the purposes for which the data is to be used.
7. permit persons to access and correct Personal Data of which it is the Data Subject and process any such access/correction requests in such manner permitted or required by law .
8. comply with the applicable duties and obligations under the Personal Data (Privacy) Ordinance.

Practice

To ensure compliance with the Ordinance, for the access/correction of Personal Data that may be in the possession, custody or control of the Hospital, please contact the relevant department below:

1. **Medical records:** please contact the Medical Records Department at 2339-8824;
2. **Personnel records:** please contact the Human Resources Department at 2339-5793;
3. **Other records:** please contact the Central Administration Office at 2339-7486.

Form and Scale of fees payable for Data Access Request are available at our hospital webpage or approach in person to the Medical Records Department at the Hospital.

Kind of Personal Data Held

In the Hospital, the three broad categories of Personal Data held are:

1. **Medical records** which include records containing information relating to the physical and/or mental health of an individual.
2. **Personnel records** which include personal details, job particulars, details of wages, payments, benefits, training, qualifications, disciplinary matters, performance assessment etc.
3. **Other records** which include the award of contracts, administration files, public complaints, personality profile etc.

Main Purpose for Keeping Personal Data

1. **Medical records** are kept for the purposes of providing patient care including medical treatment/consultation, counselling, rehabilitation etc.
2. **Personnel records** of employees are kept for the employment purposes in relation to the employee's appointment, promotion, transfer, employment, benefits, training, discipline, termination etc.
3. **Other records** are kept for the various purposes pertaining to the nature of the record, such as the handling of complaints from the public, award of contracts etc.

Data Retention Period

When the purpose of collection is fulfilled, the Hospital will destroy the data in a confidential manner according to the retention period of each type of data, such as

1. **Medical records:** Inpatient records are generally kept for six years, etc ;
2. **Personnel records:** Unsuccessful candidates' application letter, form and assessment record will be destroyed within six months ;
3. **Other records:** The retention period depends on the collection purpose of each data category.