<u>Supplementary Note on Undertaking on the Use of Electors' Information</u>

Candidates must adopt the following measures when they handle electors' personal data in all forms (including but not limited to personal data contained in printed materials):

(1) ensure that computer(s)/server(s) in which electors' 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 electors' personal data used or held (regardless of their form), and return the duly completed "Reply slip on Confirmation of Destruction of "Candidate Mailing Label System" DVD and the Relevant Electors' Information" to the Registration and Electoral Office <u>within two weeks</u> after the completion of this election;

(3) if you have exported the information from CMLS for processing, you must also delete the information <u>within two weeks</u> after the election and ensure that the deleted data file cannot be recovered in the future;

(4) keep a written record of the provision, retrieval and destruction of electors' personal data; and

(5) report to the Registration and Electoral Office and Office of the Privacy Commissioner for Personal Data, Hong Kong immediately in the event of any suspected leakage of electors' personal data.

Candidates who engage election agent or other electioneering personnel to handle electors' personal data must also:

(6) ensure that the election agent or relevant electioneering personnel possess adequate knowledge and appropriate awareness to handle work of information security;

(7) explicitly require the election agent or relevant electioneering personnel to follow Data Protection Principle 3[1] of the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(P)O") and inform them that electors' 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) – (5) above must be adopted;

(8) inform the election agent or relevant electioneering personnel in writing in relation to their responsibilities in protecting the personal data of electors and ensure that they understand the requirements of Data Protection Principle 4[1] of the PD(P)O; and

(9) obtain written undertakings from the election agent or relevant electioneering personnel that they should act in compliance with Data Protection Principle 3[1] of the PD(P)O and follow the security requirements imposed by the candidate, and take appropriate measures to ensure compliance by them with the relevant security requirements.

Registration and Electoral Office
October 2019

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[1] Please refer to "Guidance on Election Activities for Candidates, Government Departments, Public Opinion Research Organisations and Members of the Public" issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong in December 2017.