	Document No.:	HKAN-AMO-PS-001-V1-202103	First Issue Date:	01-03-2021
			Last Review Date:	
	Type of Document:	Policy Statement	Effective Date:	01-03-2021
			Next Review Date:	28-02-2025
Title:	Policy Statements on the Legality of Data and Use of Information		Approved By:	Council of HKAN


POLICY STATEMENTS ON THE LEGALITY OF DATA AND USE OF INFORMATION

Version	Review Date	Remarks of Changes
V1 (1 st issue)	01-03-2021	

IMPORTANT NOTICE

Copyright @ 2021 by The Hong Kong Academy of Nursing

The copyright of this publication, together with the contents therein, rests with The Hong Kong Academy of Nursing (HKAN). Reproduction or distribution of materials, or any part thereof of this publication, by any means in any form including but not limited to electronic, hardcopies, photocopies or recording for commercial purposes or non-personal use is strictly prohibited, except with the prior written permission of HKAN.

	Document No.:	HKAN-AMO-PS-001-V1-202103	First Issue Date:	01-03-2021
			Last Review Date:	
	Type of Document:	Policy Statement	Effective Date:	01-03-2021
			Next Review Date:	28-02-2025
Title:	Policy Statements on the Legality of Data and Use of Information	Approved By:	Council of HKAN	

Objectives


- To direct the data privacy protection practice of The Hong Kong Academy of Nursing (HKAN) in compliance with the Personal Data (Privacy) Ordinance (Cap. 486);
- To ensure that data subjects are informed of the purpose of data collection;
- To guide the proper use of personal data collected/ archived/ saved;
- To protect the ownership rights of information and work of HKAN.

Scope

These policy statements cover the standpoints of HKAN for protecting the data privacy and information copyright. HKAN will take the necessary approach and procedure to publicize and iterate these Policy Statements and Disclaimer, as well as the application of them in areas of needs such as HKAN publications, website and data collection forms etc.

Management Responsibilities

- President of HKAN is the custodian of these Policy Statements on Copyright and Disclaimer.
- President assigns Honorary Professional Consultant to write the Data Privacy Policy Statement and Website Disclaimer in making reference to the Personal Data (Privacy) Ordinance (Cap. 486). Council members are consulted and give comments.
- Legal advice is sought to ensure that HKAN is protected from any related liability.
- Executive Manager will update and revise these Policy Statements when required.
- Approval authority lies with the Council of the Academy.
- The subject officer / information custodian should incorporate these statements to ensure compliance during collection of data and to protect the proper usage of data/information collected / generated by HKAN.

	Document No.:	HKAN-AMO-PS-001-V1-202103	First Issue Date:	01-03-2021
			Last Review Date:	
	Type of Document:	Policy Statement	Effective Date:	01-03-2021
			Next Review Date:	28-02-2025
Title:	Policy Statements on the Legality of Data and Use of Information	Approved By:	Council of HKAN	

The Hong Kong Academy of Nursing (HKAN) Policy Statements on Data Privacy and Copyright


HKAN will publicize and make known to concerned parties the policies on the assurance of data privacy of personal information and the protection of intellectual properties of the organization.

When personal data is collected, the Academy shall notify data subject the purpose of data collection, and we shall strive to keep the personal data with the strictest standards of security and confidentiality. The Academy will periodically send out profession related information to our members. If any member of the Academy does not wish to receive any promotional and direct marketing materials from the Academy, a request in writing should be sent to the Secretariat Office by email or postal.

Relevant Statements will be issued or shown to inform related parties as part of the process for data collection or usage. Standard templates are as the attached annexes.

Reference

1. Personal Data (Privacy) Ordinance (Cap. 486):_ https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html
2. Copyright Ordinance (Cap. 528): <https://www.elegislation.gov.hk/hk/cap528>

	Document No.:	HKAN-AMO-PS-001-V1-202103	First Issue Date:	01-03-2021
	Type of Document:	Policy Statement	Last Review Date:	
			Effective Date:	01-03-2021
	Title:	Policy Statements on the Legality of Data and Use of Information	Next Review Date:	28-02-2025
Approved By:			Council of HKAN	

Annex 1 Notification to Subject for Data Collection

The Hong Kong Academy of Nursing (the Academy) pledges to comply with the requirements under the Personal Data (Privacy) Ordinance (Cap. 486).

The Academy only retains personal data for as long as necessary to fulfill the purpose which the personal data were originally collected. The above is subject to any legal, statutory, regulatory or accounting requirements.

The Academy will not transfer any personal data to third parties without your prior consent except: (i) when required by law, by court order, or in response to a search warrant or other legally valid inquiry; (ii) to an investigative body; (iii) to enforce our agreements with you.

Any request for access to or correction of data should be made in writing and addressed to the Secretariat Office of the Academy.


This Privacy Policy Statement may be updated or revised from time to time without prior notice. Please visit the Academy's website to check for the most updated policy.

E-mail: info-enquiry@hkan.hk

Annex 2 Website Disclaimer

The information contained on the website of The Hong Kong Academy of Nursing (the Academy) is for general reference and private use only. The website may include information provided by the Academy or third parties. While the Academy strives to ensure the accuracy of these information, the Academy will not accept any liability, obligation or responsibility for any errors, omissions or misrepresentations, or any loss or damage caused by the use of the information on this website. External links included on this website are for users' convenience and the Academy is not responsible for the content of such webpages linked.

By using this website, you accept and agree to be bound by the terms of the disclaimer as may be updated from time to time. The Academy reserves the right to update, change, or vary the terms of the disclaimer or any information on the website without prior notice. Please visit this page regularly to check for any changes and /or modifications.

	Document No.:	HKAN-AMO-PS-001-V1-202103	First Issue Date:	01-03-2021
	Type of Document:	Policy Statement	Last Review Date:	
			Effective Date:	01-03-2021
	Title:	Policy Statements on the Legality of Data and Use of Information	Next Review Date:	28-02-2025
Approved By:			Council of HKAN	

The Academy will not accept any responsibility for any loss or damages arising from reproduction or re-dissemination of the information within this website.

Annex 3 Notification to User of Intellectual Property of The Hong Kong Academy of Nursing

The copyright of this publication, together with the contents therein, rests with The Hong Kong Academy of Nursing (HKAN). Reproduction or distribution of the materials, or any part thereof this publication, by any means in any form including but not limited to electronic, hardcopies, photocopies or recording for commercial purposes or non-personal use is strictly prohibited, except with the prior written permission of HKAN.