



Hong Kong Institute of Project Management

Personal Data Policy

Notes to Applicants for Membership of the Hong Kong Institute of Project Management (HKIPM) - Relating to the Personal Data (Privacy) Ordinance

1. The intention of the Ordinance is to protect a living individual's right to privacy. Any information collected and recorded, whether by electronic means or otherwise, in relation to an applicant for membership of the HKIPM will be subject to regulation by the Ordinance. The information collected has been defined in the Ordinance as "Personal Data". The Ordinance aims to control the collection, retention, processing and use of Personal Data. Personal Data in these notes shall be referred to as "Data".
2. From time to time, it is necessary for all applicants for membership to supply the HKIPM in writing the ID number and of any change in personal particulars such as address and/or telephone number(s) after submission of application, in order to help the HKIPM in maintaining its records. Failure to supply such data may result in an inability of the HKIPM to process applications for membership and training.
3. The purposes for which data relating to applicants may be used are as follows :-
 - as a basis for processing of membership applications; and,
 - as a basis for registration in training scheme(s) and related matters;Upon successful election of membership, the purposes for which data relating to applicants may be used in addition to the purposes stated above are as follows:-
 - for daily operation of the HKIPM and maintenance of membership records;
 - for verification of membership status by employers;
 - for activities relating to training and continuing professional development activities organized or supported by HKIPM;
 - for publications e.g. journal, year book, diary etc and delivery of such materials of the HKIPM;
 - for activities relating to Annual General Meetings and Special General Meetings;
 - for meeting the requirements to make disclosure under any law binding on the HKIPM;
 - for all other incidental purposes relating to the qualifying functions of the HKIPM.
 - for announcement or publication of their membership of HKIPM (or any changes thereof) in any media e.g. newspapers and other publications including HKIPM's journal, year book, diary, website etc.
4. Data held by the HKIPM will be kept confidential and safeguarded diligently but the HKIPM may provide such information to: -
 - any party in connection with the operation of the Institute;
 - any other institutions with Reciprocal Recognition Agreements;
 - any other person under a duty of confidentiality to the HKIPM; and,
 - any party with which the applicant has or proposes to have dealings.
5. In accordance with the terms of the Ordinance, the applicant has the right to:-
 - check whether the HKIPM holds data about him and access to such data; and,
 - require the HKIPM to change any data contained in the application.
6. For access and change or correction of data, please address to the Hon. Secretary of the HKIPM, 11/F AXA Centre, 151 Gloucester Road, Wanchai, Hong Kong.