

Types of Personal Data Held

Types of personal data held	Main purposes for which used
<p>A. Non Employment-related Personal Data</p> <p>1. Personal data including –</p> <ul style="list-style-type: none"> • name • ID/passport no. • date of birth • telephone/fax line number • address • qualifications • working/professional experience • business details • driving licence number <p>2. Personal data held on registered owners of vehicles, holders of driving licences, driving entitlements, driving offence points, reported disabilities of driving licence holders, holders of passenger service licence, hire car permits and trade licence, applicants for / holders of vehicle registration marks, and successful bidders, agents and purchasers of vehicle registration marks.</p>	<ul style="list-style-type: none"> • For tender evaluation and execution. • For assessing applications for Green Minibus, cross boundary bus and kaito services; excess passengers permits and renewal; and closed road, restricted zone and prohibited zone permits. • For monitoring of transport services and liaising with operators on daily operation. • For maintaining a register of consulting firms for consultancy studies. • For updating records, statistical studies and for considering remedial measures/strategies for prevention of traffic accident. • For prosecution of traffic offenders. <p>For maintaining a register of vehicles and records of particulars of driving licence/permit/certificate/vehicle registration marks/trade licence holders, and for traffic and transport-related activities including -</p> <ul style="list-style-type: none"> • processing of applications for issue/renewal/extension/cancellation of public/private/goods/passengers vehicles’ permits, certificates and licences. • processing of applications for driving tests and vehicle examination. • processing of matters relating to applications for and allocation of vehicle registration marks. • processing of matters relating to vehicle registration and licensing, transfer of vehicle ownership, cancellation of vehicle registration, change of vehicle particulars and change of the holders of vehicle registration marks. • Handling cases of disqualification.

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<p>3. Personal Data held on members of the public who make requests under the Code on Access to Information and Personal Data (Privacy) Ordinance or enquiries/complaints/suggestions to the department.</p>	<p>For dealing with requests for information, complaints or suggestions.</p>
<p>B. Employment-related Personal Data</p> <p>4. Personal data held on serving officers and former employees including –</p> <ul style="list-style-type: none"> • personal and family particulars • educational/professional qualifications • employment history • terms and conditions of service • medical records/health data • leave records and passages • investments • outside employment • appraisal reports • promotion board assessments • records of conduct and discipline • records of provision of compensation and benefits to officers and/or his family members • records of remuneration and benefits paid to civil servants and government employees • records of job postings, transfer and training • records of staff complaint • records of honours/awards • records of grant/deferment/stoppage of increments • MPF/CSPF employment records <p>5. Recruitment and appointment data on applicants for appointment to grades under the control of the Commissioner for Transport, and students/other applicants seeking temporary employment with the department.</p>	<p>For employment-related purposes including –</p> <ul style="list-style-type: none"> • appointment • integrity checking • postings and transfers • offer/renewal/extension of agreement • granting of incremental credit • training & career development • revision of terms or conditions of service • promotion • discipline • continuation in or removal from office • pensions • provision of testimonials. <p>To facilitate assessment of suitability for recruitment or appointment.</p>