

**Handling of Personal Data Submitted  
to the Director of Information Technology Services  
by a Recognized Certification Authority  
under the Electronic Transactions Ordinance (Cap. 553)**

All personal data will only be collected for a lawful purpose, and by lawful and fair means. The personal data collected from a recognized certification authority (RCA) will be transferred to personnel within the Information Technology Services Department for purposes of regulating and monitoring the RCA in relation to its operation relevant under the Electronic Transactions Ordinance (Cap. 553) (the Ordinance) and the Code of Practice for Recognized Certification Authorities, and for purposes of exercising any powers and functions granted to the Director of Information Technology Services (the Director) under the Ordinance. The personal data collected may be transferred to parties who will be involved in regulating and monitoring the RCA, and might also be disclosed to agencies who are authorised to receive information relating to law enforcement, prosecution and review of decisions.

A RCA and its staff have the right to request access to and correction of their personal data submitted to the Director. Requests for access to and correction of data should be submitted in writing to the Certification Authority Recognition Office of the Information Technology Services Department either by mail to 19<sup>th</sup> Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong, by fax (2573 7113) or by e-mail ([caro@itsd.gov.hk](mailto:caro@itsd.gov.hk)).

**Information Technology Services Department  
The Government of the Hong Kong Special Administrative Region  
22 August 2001**