



Employees' Compensation Division – Operations
Labour Department
Statement of Purpose of Collection of Personal Data

Purpose of Collection

1. Your personal data collected by the Employees' Compensation Division – Operations of the Labour Department (ECD) may be used for one or more of the following purposes –
 - (a) To process a claim for compensation under the Employees' Compensation Ordinance (the Ordinance), or an application for the Brewin Trust Fund or other assistance schemes.
 - (b) To conduct employees' compensation assessments under the Ordinance.
 - (c) To enforce relevant provisions of the Ordinance and other legislations administered by the Labour Department.
 - (d) To investigate accidents.
 - (e) To make case referrals and take follow-up actions for the Pilot Rehabilitation Programme for Employees Injured at Work.
 - (f) To compile statistics and conduct research.
 - (g) Any other purposes as may be required or permitted by law.

2. Except where required by the Ordinance, the provision of personal data is voluntary. However, the Labour Department may not be able to process the case or carry out the activities mentioned in paragraph 1 if the personal data concerned is not provided.

Classes of Transferees of Personal Data

3. For the purpose of carrying out the work mentioned in paragraph 1, ECD may transfer your personal data to the following parties, as well as collecting your personal data from them –
 - (a) Parties relevant to the employees' compensation claim including employer, principal contractor, sub-contractor, holding company, insurer or agents authorised by the aforementioned parties to handle the compensation claim.
 - (b) Employees' Compensation Assessment Board.
 - (c) The Judiciary / Legal Aid Department / lawyers appointed by you.
 - (d) Hospital Authority / relevant hospital(s), clinic(s) and medical practitioner(s).
 - (e) Employees Compensation Assistance Fund Board.
 - (f) Brewin Trust Fund Committee / government department(s) or organisation(s) administering other assistance schemes.
 - (g) The contractor and service providers engaged to implement the Pilot Rehabilitation Programme for Employees Injured at Work.
 - (h) Relevant divisions under the Labour Department.
 - (i) Government bureaux and department(s) and other relevant organisation(s).
 - (j) Consultant(s) engaged to compile statistics or conduct research.

Access to Personal Data

4. You have the right to request access to and correction of your personal data as provided under sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data subject to payment of a fee.

Enquiries

5. Any enquiries concerning your personal data provided to ECD, including making data access and correction request, should be addressed to the case officer who handles your employees' compensation claim.

6. For any request for access to personal data, please complete the latest Data Access Request Form as specified by the Privacy Commissioner for Personal Data.

Submission of Notification of Accident / Notification of Suspected Occupational Disease

Please submit the completed notification at the office of the Employees' Compensation Division of the Labour Department. Details are as below:

	Address of the Employees' Compensation Division's Office
Reporting of work injury cases or suspected prescribed occupational disease cases	<p>Employees' Compensation Division Operations – Central Processing Team</p> <p>Room 1007, 10/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon</p>
Enquiries on reported work injury cases or suspected prescribed occupational disease cases	<p>Employees' Compensation Division Operations – Team A</p> <p>Room 1605, 16/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong</p>
	<p>Employees' Compensation Division Operations – Team B</p> <p>18/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon</p>
	<p>Employees' Compensation Division Operations – Team C</p> <p>6/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories</p>
	<p>Employees' Compensation Division Operations – Team D(1)</p> <p>Rooms 05-06, 23/F, KOLOUR•Tsuen Wan I, 68 Chung On Street, Tsuen Wan, New Territories</p>
	<p>Employees' Compensation Division Operations – Team D(2)</p> <p>Room 239, 2/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, New Territories</p>
	<p>Employees' Compensation Division Operations – Team E</p> <p>18/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon</p>

- For any enquiries on submission of the notifications, please call 2717 1771 (the hotline is handled by "1823").