



Code on Access to Information

1. Scope

The disclosure of information pursuant to this Code shall be directly related to the services, business activities, corporate governance and organisation profile of the Housing Society.

2. Provision of Information

Information Made Available to the Public

2.1 The Housing Society will publish or make available the following information to the public via its Annual Report, newsletter and official website (<http://www.hkhs.com>):

- structure and facts of the organisation corporate governance
- financial statement
- housing projects and schemes
- business activities update

2.2 The Housing Society will also make announcements through press releases and media functions held from time to time to introduce and explain significant business initiatives.

Information to be Provided on Request

2.3 Upon request, the Housing Society will provide additional information relating to its policies, services, decisions and other matters falling within its jurisdiction.

3. Legal Obligations and Restrictions

The Code does not affect statutory rights or legal restrictions on access to information whether arising under common law or international agreements which apply to Hong Kong.

4. Procedures

Requests for Information

- 4.1 Oral requests will suffice when the information sought can be provided readily and simply by provision of leaflets or standard forms.
- 4.2 Requests for information may be made in writing or by the application form at Annex I to the Corporate Communications Section via:
- email (enquiry@hkhs.com)
 - fax (2895 6912)
 - mail (29/F World Trade Centre, 280 Gloucester Road, Causeway Bay, Hong Kong)
- 4.3 Requests must provide a contact point and specify the use of information to facilitate preparation and any follow-up actions by the Housing Society.

Response to Requests

- 4.4 As a general principle, response to requests for information will be made as soon as practicable. Under normal circumstances, information will be made available within 10 calendar days upon receipt of a written request. If that is not possible, the applicant will be so advised by an interim reply within 10 calendar days on receipt of the request. In any case, the response time will not exceed 30 calendar days from receipt of the request.
- 4.5 If a request is to be refused, the applicant will be informed of the refusal and the reason for refusal within the timeframe set out in paragraph 4.4.

5. Information Which May Be Refused

- 5.1 The Housing Society may refuse to disclose information, or may neither confirm nor deny the existence of information in the scenarios or categories set out below:
- (a) the disclosure of personal information about a person is not consistent with the purposes for which such information was collected, or the subject of such information, or other appropriate person, has not given consent to such disclosure, or the disclosure of information that would violate any law which applies in Hong Kong;
 - (b) information relating to a claim or a possible claim which may lead to legal proceedings;

- (c) information relating to legal proceedings or potential legal proceedings and the disclosure of which would amount to contempt of court or would adversely affect the proceedings or potential legal proceedings;
- (d) the disclosure of information would harm or prejudice the investigation, enforcement or administration of law, or may cause harm to the physical or mental health or safety of a person;
- (e) the disclosure of information may harm or prejudice the proper and efficient conduct of the operations of the Housing Society, the competitive or financial position or the property interests of the Housing Society, or that would inhibit the frankness and candour of discussion within the Housing Society or advice given to the Housing Society;
- (f) commercially-sensitive information, financial, scientific or technical confidences, trade secrets or intellectual property information the disclosure of which would harm the competitive or financial position of any person;
- (g) information held for, or provided by, a third party under an explicit or implicit understanding that it would not be further disclosed.

5.2 Any references in Paragraphs 5.1(d) - (f) above to “harm” and “prejudice” include both actual harm and prejudice and the risk or reasonable expectation of harm and prejudice. In such cases, the Housing Society will consider whether the public interest in disclosure of the information outweighs any harm or prejudice that could result.

6. Charges

The Housing Society will not charge for the application for information, but applicants will be charged for providing the information required, including the cost of photo-copying and disc dubbing.

7. Review

Any person who believes that the Housing Society has failed to comply with any provision of the Code may ask the Housing Society to review the situation. The target response times set out in paragraph 4.4 above also apply to requests for review.