

Guidelines for the completion of the Central Registry of Drug Abuse (CRDA) record sheet

Points to note in reporting

1. Definition of drug abuse adopted by CRDA

- For the purpose of CRDA reporting, a drug abuser refers to a person who has used drugs/substances in doses above or for periods beyond those normally regarded as therapeutic or general use during the four weeks before the date of contact*, and the drugs/substances used harms or threatens to harm the physical or mental health or social well-being of an individual. Alcohol and tobacco are, however, not regarded as drugs abused.
- * Please note that if the person is referred to drug rehabilitation treatment from Probation Order (or Police Superintendents' Discretion Scheme, hospital, Methadone clinic, etc.), he/she should be reported to CRDA as an abuser given that drug abusing had occurred before the date of arrest or entering hospital. Although he/she may (temporarily) not abusing drugs during the four weeks before admission to treatment programme, CRDA still regard the person as a drug abuser. Relevant drug taking information pertaining to the four weeks before the date of arrest or entering hospital should be collected and reported.
- The drugs/substances of abuse are broadly classified into narcotics analgesics and psychotropic substances. Narcotics analgesics include substances such as heroin, opium, morphine, physeptone, methadone and fentanyl. Psychotropic substances include hallucinogens (e.g. cannabis), depressants (e.g. methaqualone), stimulants (e.g. MDMA, methamphetamine and cocaine), tranquillizers (e.g. triazolam, midazolam, zopiclone and nimetazepam) and other substances such as etomidate, ketamine and cough medicine. Some common drugs/substances liable to abuse are listed and introduced at www.nd.gov.hk/en/druginfo.html.

2. When to complete a record sheet

Reporting agencies, when coming into contact with a person who is known or suspected to be a drug abuser, are requested to complete a CRDA record sheet making reference to the notes given in Annex 1.

The CRDA does not presume that any drug abuser will continue abusing drugs after reporting. Thus when a reporting agency come into contact with a drug abuser again who had already been reported a year before or some years before, the reporting agency should continue to report the case to CRDA no matter whether there is any change in demographic characteristics and abusing pattern. Otherwise, CRDA statistics in the year will not be able to cover the drug abusers concerned.

Category of reporting agencies	Examples of situations that completing a record sheet is required
Police and Customs	Encounter confirmed or suspected drug abusers under arrest.
Correctional Services Department	Encounter self-report drug abusers on their admission to correctional institutions.
Social Welfare Department	Encounter confirmed or suspected drug abusers on their admission to rehabilitation programmes for offenders or who seek assistance.
Treatment and rehabilitation agencies	Encounter drug abusers on both first admission and readmission to treatment programmes.
Welfare agencies	Encounter confirmed or suspected drug abusers who seek assistance. Outreaching social workers encounter clients who are suspected or claim to be drug abusers.
Hospitals and clinics	Encounter patients who show withdrawal symptoms of drug addiction or who claim to be drug abusers.
Academic institutes	Suspected student abuser or students who claim to be drug abusers approach the staff/student counsellors for assistance or consultation.

3. **Privacy issues related to collecting and reporting of personal data**

Agencies should comply with Personal Data (Privacy) Ordinance (PDPO) (Cap.486) during data collection and reporting, in order to protect privacy of abusers. A relevant guideline and suggested measures are given at Annex 2.

4. **Delivery of completed record sheets**

Wherever possible, agencies should arrange a personnel to deliver the completed record sheets to the CRDA office by hand (*Address: Statistics Unit, Security Bureau, Government Secretariat, 30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong*). If by hand delivery cannot be arranged, government departments should send the record sheets by dispatch in **sealed envelopes** and **under “confidential” cover** to the CRDA office.

5. The CRDA e-submission system

After registration with the CRDA to become a user, reporting agencies can access the system via the Internet to perform electronic data submission by using an e-form. The system also allows registered users to enquire the history of e-records submitted and download aggregated statistics for management purpose. More detailed information on the e-submission system can be viewed at www.nd.gov.hk/en/crda_ess_introduction.html.

Data Confidentiality

Statutory protection to data confidentiality is assured. The Dangerous Drugs Ordinance stipulates that any person who discloses any record of confidential information which is kept by the Registry or a reporting agency, or supplies to any person information obtained from any such record, or permits access to any such record, commits an offence. Hence, all information supplied in the CRDA record sheets is handled in strict confidence and is accessible only to those who are directly involved in the operation of the CRDA and relevant workers of reporting agencies, and all these personnel are required to observe the rule of confidentiality.

Contact the CRDA Office

If there is any further enquiries about the guidelines or interest in applying for using the CRDA e-submission system, please contact staff of the CRDA office by phone (*phone no.* 2867 1071) or by fax (*fax no.* 2537 2575) or by e-mail (*e-mail address:* sb_stat@sb.gov.hk).

Statistics Unit
Security Bureau

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Points to note in completing CRDA record sheet

The name of the office/ branch of the reporting agency completing the record sheet must be filled.

- (i) Refers to the Chinese name of the drug abuser as shown on his/her identity document.
(ii) If the abuser has English name only, then fill in the English name as shown on his/her passport or other identity document.

- (i) Date of birth calculated by Western reckoning.
(ii) If the date of birth is not known, please fill in the estimated year of birth.

Police/Customs: date of arrest.
Correctional Services Department: date of admission to correctional institutions.
Social Welfare Department: date of admission to rehabilitation programmes for offenders or date of knowing or suspecting that the client is a drug abuser.
Treatment agencies: date of admission or consultation.
Welfare agencies /Hospitals / Academic institutes: date of knowing or suspecting that the client is a drug abuser.

Refers to Certificate of Identity, travel document or other identity document number.

CENTRAL REGISTRY OF DRUG ABUSE RECORD SHEET				CONFIDENTIAL when entered with data	
Please circle appropriate answer for multiple choice questions					
1. Reporting Agency Office/Branch <u>ABC Organization Tai Po.</u>		2. Date of Contact [9] [12] [20] [04] day month year			
3. Name (in Chinese characters if no Chinese name, in English) <u>李</u> <u>小明</u> Last name given name		4. HKID Card No. (for non-Hong Kong resident, please quote other document number) [A] [1] [2] [3] [4] [5] [6] [7] Other document number			
5. Sex: (1) Male 2 Female		7. Date of Birth [15] [3] [19] [80] day month year			
6. Ethnicity: (11) Chinese 12 Other (please specify)		11. Economic activity status 1 Full-time worker 4 Unemployed 7 Retired 2 Casual/Part-time worker 5 Home-maker 8 Other (please specify) 3 Worker in illicit trade 6 Student 9 Unknown			
8. Marital Status 1 Never married 2 Married/Cohabiting 3 Widowed 4 Divorced/Separated 9 Unknown		12. District of Residence 11 Central & Western 21 Yau Tsim Mong 31 Kwai Tsing 36 Tai Po 12 Wan Chai 22 Sham Shui Po 32 Tsuen Wan 37 Sha Tin 13 Eastern 23 Kowloon City 33 Tuen Mun 38 Sai Kung 14 Southern 24 Wong Tai Sin 34 Yuen Long 39 Islands 25 Kwun Tong 35 North 99 Unknown			
9. Whether your partner took drugs in the last four weeks? 1 Yes 2 No (3) Not applicable 9 Unknown		13. Years of Residence in Hong Kong (in complete years) [20]			
9A. As far as you are aware, whether any of your parents took drugs in the past? Father/mother include biological father/mother, stepfather/stepmother and adoptive father/mother. Your father 1 Yes (2) No 9 Unknown Your mother 1 Yes (2) No 9 Unknown		14. Type of Housing 1 Public rental housing 4 Temporary housing 2 Subsidised home ownership housing (including transitional housing) 3 Sale of Home Ownership Scheme flats, Sandwich Class Housing Scheme 5 Other (please specify) (6) Private permanent housing (not subdivided units) 9 Unknown Private permanent housing (subdivided units)			
9B. As far as you are aware, whether any of your children took drugs in the past? Children include children born in or out of wedlock, stepchildren and adopted children. Tick "Not applicable" if you do not have any child. Children aged under 18 1 Yes 2 No (3) Not applicable 9 Unknown Children aged 18 and over 1 Yes 2 No (3) Not applicable 9 Unknown		15. Whether previously convicted? 1 Yes, only drug-related offences 4 Yes, offences unknown 2 Yes, only other offences (5) No 3 Yes, both drug-related and other offences 9 Unknown			
10. Educational Attainment (the highest level attained, regardless if the course was completed or not) 1 No schooling/Pre-primary 6 Post-secondary (undergraduate) 2 Primary 7 Post-secondary (postgraduate) 3 Lower secondary 9 Unknown (4) Upper secondary					

The ethnicity of an abuser is determined by self-identification. If the abuser cannot determine his/her own ethnicity, reporting agency may classify the abuser according to his/her appearance or language. Otherwise, reporting agency may check the nationality of the abuser as a proxy for ethnicity. Please refer to Note (Q6) for examples.

Refers to the employment or other economic activity status of the abuser during the seven days prior to the contact date. Please see Note (Q11) for detailed definition.

Please see Note (Q14) for detailed definition.

Refers to whether the abuser has been convicted of a criminal offence in Hong Kong or elsewhere.

- (i) Refers to the formal name or nickname / street name of the abused drug/ substance.
- (ii) If more than one type of drugs/substances is mixed when abused, the name of each individual drug/ substance in the mixture should be specified, irrespective of the frequency of taking each drug/ substance.
- (iii) If it is impossible to know the type of drugs/ substances abused by the abuser, write down "unknown" and leave all other respective columns in Q16 blank.

- (i) If more than one type of drugs/substances is abused, specify the usual method of taking for each respective drug/substance.
- (ii) In general, there are five different methods of taking, including:
(1) Injection; (2) Smoking; (3) Fume inhaling; (4) Oral ingestion and (5) Sniffing.

- (i) Age at which the drug abuser used the drug for the first time. Please do not report the number of years that the drug abuser has used the drug.
- (ii) If more than one type of drug/substance is abused, the age of first abuse for each type of drug reported by the abuser may be different.

Please report the average expenditure for each taking if the expenditures differ from time to time.

16. Type of substances abused in the last four weeks					Usual method of taking		Usual expenditure for each taking (HK\$)		Frequency of taking (* Please circle as appropriate)		Age of first abuse	
Type of substances												
1 Heroin				injection		\$ 200		2	times per day/week/month*		18	
2 ketamine				sniffing		\$ 150		3	times per day/week/month*		20	
3									times per day/week/month*			
4									times per day/week/month*			

17. Place of abusing drugs in the last four weeks (one or more answers)				18. Locality of abusing drugs in the last four weeks (one or more answers)			
11 Hong Kong SAR	21 Asian countries (please specify)	11 Home	18 Coffee shop				
12 Macao SAR		12 Friend's home	19 Electronic game centre/Internet Café				
13 Mainland of China - Shenzhen	31 Other places (please specify)	13 School (including school hostel)	20 Cinema/Theatre				
14 Mainland of China - Guangdong Province (other than Shenzhen)		14 Club house/building/hotel (including party room)	21 Public area, such as recreation area/public park/public toilet				
15 Mainland of China - other places	99 Unknown	15 Apartment/Bungalow/Rental area	22 Others (please specify)				
		16 Disco/Karaoke/Bar/Night club					

19. Reason(s) for current drug use (one or more answers)			
1 Out of curiosity	4 For self-medication	7 Under influence of the partner	
2 To identify with peers/peer influence	5 To avoid discomfort of its absence	8 Other reason (please specify)	
3 To relieve boredom/depression/stress	6 To seek euphoria or sensory satisfaction	9 Unknown	

Additional information:			Leave blank
Case reference number:	Reported by:	Contact telephone:	
GS/ND6 (10/23)			Register No.

Please do not state "divan" since its meaning is not clear. Select a preset option which best describes the divan.

An example is residential rehabilitation centre.

Notes

Q6 Other ethnicity refers to Filipino, Indian, Pakistani, Bangladeshi, Sri Lankan, Indonesian, Japanese, Korean, Thai, Vietnamese, Nepalese, Other Asian, British, Portuguese, Other European, US American, Canadian, Other American, Australian, New Zealander, African, etc.

Q9A Father/mother include biological father/mother, stepfather / stepmother and adoptive father/mother.

If any one of your biological father, stepfather(s)(if any) or adoptive father(s)(if any) has ever abused drugs, please select “Yes”.

If you know some of your fathers(if any) had NOT abused drugs, but do NOT know the situation of the other father(s)(if any), please select “No” since there is a qualifier “as far as you are aware” in the question.

The same applies to “Your mother”.

Q9B Children include children born in or out of wedlock, stepchildren and adopted children.

If any one of your children aged under 18 has ever abused drugs, please select “Yes”. If you do not have children aged under 18, please select “Not applicable”.

If you know some of your children aged under 18 had NOT abused drugs, but do NOT know the situation of the other child(ren) aged under 18, please select “No” since there is a qualifier “as far as you are aware” in the question.

The same applies to “your children aged 18 and over”.

Q11 A person can be classified into various economic activity statuses including:

Full-time worker refers to an employee, employer or a self-employed who had formal job attachment (i.e. had continued receipt of wage, or had an assurance or an agreed date of return to job or business, or was in receipt of compensation without obligation to accept another job) and was working under a regular pattern with fixed number of usual days of work per month or fixed number of usual hours of work per week / month

during the seven days prior to the time of report;

Casual/Part-time worker refers to a person who was working on a day-to-day basis or for whom the number of usual days of work per week or usual hours of work per working day / week was either not fixed or irregular during the seven days prior to the time of report;

Worker in illicit trade (such as persons possessing of dangerous drugs or selling pirated compact discs) is classified according to the interpretation of the person reporting the case, therefore no objective standard can be relied on;

Unemployed refers to a person who had been available for work but had not performed any work for pay during the seven days prior to the time of report;

Home-maker refers to a person who looks after the home without pay;

Student refers to a person who is studying (that is, studying full-time in educational institution, self-studying, studying informal courses in miscellaneous training institutes or studying evening courses) and was not working during the seven days prior to the time of report. Student worker should be classified as an employed person and is not included in this category;

Retired person refers to a person who has worked previously but is not currently working due to old age;

Others includes persons who do not have to work for a living and who cannot work due to permanent sickness or disablement.

Q14 Type of housing:

Public rental housing: Including all public rental housing flats and interim housing flats managed by the Hong Kong Housing Authority; light public housing of the Housing Bureau and rental flats and flats under the Senior Citizen Residences Scheme of the Hong Kong Housing Society.

Subsidised home ownership housing: Including flats under the Tenants Purchase Scheme (TPS) of the HA; flats under the Home Ownership Scheme (HOS), Private Sector Participation Scheme (PSPS), Middle Income Housing Scheme (MIHS), Buy or Rent Option Scheme (BRO) and Mortgage Subsidy Scheme (MSS) of the HA; flats under the Flat-For-Sale Scheme (FFSS), Sandwich Class Housing Scheme (SCHS) and Subsidised Sale Flats Projects (SSFP) of the HS; and flats under the subsidised sale flat scheme of

the Urban Renewal Authority. *HOS/ PSPS/ MIHS/ BRO/ MSS/ TPS/ FFSS/ SCHS flats that can be traded in the open market (i.e. flats sold prior to HOS Phase 3B or flats with premium paid) are however classified as private permanent housing.*

Private permanent housing: Including all flats and apartments in multi-storey blocks or houses built by the private sector mainly for residential purpose and all former subsidised sale flats (i.e. those flats that can be traded in the open market), all villas/bungalows/modern village houses, all simple stone houses/traditional village houses and all units of staff quarters. *A “subdivided unit” means premises that form part of a unit of a building. There are different types of subdivided units (including cubicles, bedspaces, space capsules, lofts, cage homes, rooftop houses and podium houses, etc.).*

Temporary housing: These include quarters in temporary housing areas as well as private temporary structures such as transitional housing, modular housing, roof-top structures, contractor’s matsheds, nissen huts, huts and places not intended for residential purpose (such as landings, staircases, corridors, etc.). Vessels are also grouped under this category.

Q16 Type of substances abused in the last 4 weeks:

For cannabis abusers, simply report “cannabis” if the date of contact is before 1 February 2023. For cannabis abusers with date of contact falls on or after 1 February 2023*, please report with the below categories:

- *Cannabis (all products):* refers to products containing tetrahydrocannabinol (THC) and/or cannabidiol (CBD) but without information on their composition. If the product is known to contain THC or CBD in majority, please report with one of the following two categories.
- *Cannabis (THC):* refers to products containing THC in majority (i.e. more THC than CBD) or products with THC as key selling point
- *Cannabis (CBD):* refers to products containing CBD in majority (i.e. more CBD than THC) or products with CBD as key selling point

* Since drugs abused during the four weeks before the date of contact are reported, some of these abusers may have abused CBD products before 1 February 2023.

Reporting Data to the Central Registry of Drug Abuse and compliance with the Personal Data (Privacy) Ordinance

Purpose

The following sets out the measures that staff of reporting agencies should comply with when reporting data to the Central Registry of Drug Abuse (CRDA) under Part VIIA of the Dangerous Drugs Ordinance (DDO) (Cap.134) in view of the Personal Data (Privacy) Ordinance (PDPO) (Cap.486).

The Work of CRDA and the Personal Data (Privacy) Ordinance (PDPO): Implications for Reporting Agencies

2. The objective of the PDPO is to protect the privacy of individuals in relation to personal data. It applies to all data users in the government, treatment and welfare agencies, hospitals and clinics and other organisations or individuals in the private sector, which control the collection, holding, processing or use of personal data. Section 4 of the PDPO provides that “a data user shall not do any act, or engage in practice, that contravenes a data protection principle unless the act or practice, as the case may be, is required or permitted under this Ordinance”.

3. The use or disclosure of personal data is subject to the provisions of data protection principle 3 of the PDPO which provides that

“Personal data shall not, without the prescribed consent of the data subject, be used for any purpose other than

- (a) The purpose for which the data were to be used at the time of collection of the data; or
- (b) A purpose directly related to the purpose referred to in paragraph (a).’

4. Notwithstanding the above, pursuant to section 62 of the PDPO, “personal data” are exempt from the provisions of data protection principle 3 where

- (a) The data are to be used for preparing statistics or carrying out research;
- (b) The data are not to be used for any other purpose; and
- (c) The resulting statistics or results of the research are not made available in a form which identifies the data subjects or any of them.

5. Section 49B of DDO provides that the purposes of the CRDA include the collection, collating and analysis of confidential information supplied by reporting agencies and the publication of statistical information on drug abuse and on various forms of treatment of drug abuse. Statutory

protection to the confidentiality of all records maintained by the CRDA and reporting agencies are provided by the DDO. All the reports published by the CRDA are statistical in nature and contain no information that could lead to any individual drug abuser being identified. Therefore, the data supplied by the reporting agencies could be exempt from data protection principle 3 in accordance with section 62 of the PDPO.

6. The reporting agencies are reminded to comply with all the other data protection principles. Specifically, under data protection principle 1, reporting agencies should on or before collecting the data inform their clients whether it is obligatory or voluntary for them to supply the data, the purpose for which the data are to be used, the classes of persons to whom the data may be transferred (in this case the staff of CRDA), their rights to request access to and correction of the personal data, and the contact person (name and address) for seeking access and correction. Besides, Principle 1 requires that the personal data shall be collected by means which are lawful and fair in the circumstances.

7. In accordance with Section 35 of the PDPO, a data user is not required to comply with the requirement of data protection principle 1 subsection (3) to inform the same data subject for subsequent collections of personal data in the same circumstances within 12 months if compliance with those provisions in subsequent collection would be to repeat, without any material difference, what had been done to comply with that requirement during the first collection.

Measures to be taken to comply with the PDPO

8. The following measures should be taken by reporting agencies in the collection of data from their clients:

- (a) To display a “Notice to Data Subject Regarding Collection of Personal Data Disclosed to the Central Registry of Drug Abuse” at the location where the information is collected, e.g., reception counter or interview room; and to deliver a copy of the notice to their clients. The notice should contain the information to be provided to the data subject as mentioned in para. 6 above. A sample notice is attached.
- (b) If personal data are collected from their clients through interviews in places other than offices of reporting agencies or where their clients appear to be illiterate, they should be informed verbally as far as practicable matters mentioned in para. 6 above. This requirement can be dispensed with if it is not practicable to do so, e.g. where data subjects who are too young or mentally incapable of understanding. However, in that situation, the data subject’s parent/guardian or otherwise the person responsible for the data subject’s affairs might be informed to ensure that the data are collected by fair means.

SAMPLE**Notice to Data Subject Regarding Collection of Personal Data**
Disclosed to the Central Registry of Drug Abuse

Please read this notice before you provide any personal data to [Name of unit/ organization].

Purpose of Collection

The personal data provided by you will be supplied to the Central Registry of Drug Abuse (CRDA) maintained by the Narcotics Division of the Security Bureau of the Government for the purpose of compilation of statistics, conducting of researches, and publication of statistical information on drug abuse which are crucial to the development of anti-drug abuse policies and programmes in Hong Kong. The provision of personal data by you will therefore be very valuable in assisting the Government to map out an effective and a balanced programme to help people and drug abusers stay away from drugs. Please ensure that the data you provide are accurate. If there are changes in the data you provide, please notify us.

Data Confidentiality and Classes of Transferees

The personal data you provide will be accessible only to those persons who are directly involved in the operation of the CRDA. Staff of the CRDA and this unit/ organization are required to observe the rule of confidentiality under the Dangerous Drugs Ordinance in handling such personal data. In other words, statutory protection to data confidentiality is provided by the Ordinance. Personal data may only be disclosed where such disclosure is authorized by the Dangerous Drugs Ordinance and the Personal Data (Privacy) Ordinance. Moreover, the published reports of the CRDA are statistical in nature and contain no information that could lead to any individual being identified.

Access to and Correction of Personal Data

Subject to exemptions provided under the Personal Data (Privacy) Ordinance, you have right of access to and correction of personal data held on you. Your right of access includes the right to obtain a copy of your personal data subject to payment of a fee.

Enquiries

Enquiries concerning the personal data collected in this event, including the making of access and correction, should be addressed to:

Responsible staff of Service Unit/Organization: XXXXXXXXXXXXXXXXXXXXXXXX

Address: XXXXXXXXXXXXXXXXXXXXXXXX

Tel. No: XXXXXXXXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXXXXXXXXXXXXXX

Note: This notice may be modified to suit different circumstances.