

香港航空青年團  
**HONG KONG AIR CADET CORPS**

No. 1F Shiu Fai Terrace, Wan Chai, Hong Kong  
Tel 852 2712 8900 Fax 852 2715 6944

From : ITSU	To : All Members
Email : itsu@aircadets.org.hk	Cc : HQ, CO, CSO, DCOs
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**Reinforcement of Information Security Measures, Protection of Personal Data,  
and Timely Reporting of Suspicious Events**

Recent cybersecurity incidents involving the leakage of personal data have highlighted the need to strengthen the protection of sensitive information in all Corps environments. Any unauthorized disclosure of classified information or personal data is a serious security incident. Such incidents may harm affected individuals, disrupt official operations, and cause significant reputational damage to the Corps.

All members are reminded to remain vigilant and to strictly comply with prevailing information security requirements, departmental procedures, and personal data protection obligations. Public organisations under the department's purview, where applicable, should also be reminded to take prompt and proactive action.

**Required Security Measures**

All members are requested to review and reinforce the following measures with immediate effect:

- Restrict access to sensitive files and resources, including classified information and personal data, strictly on a need-to-know basis.
- Reiterate the prohibition on transferring classified or personal data to unauthorized platforms, and remind staff to comply with all established requirements governing data usage, storage, and sharing.
- Encrypt all sensitive data during storage and transmission, and minimize the collection and retention of personal data.

- Enforce strong authentication mechanisms, including multi-factor authentication (MFA), for all privileged accounts and remote access.
- Review and audit user access rights regularly to ensure staff retain only the access permissions necessary for their current duties.

### **Timely Reporting of Suspicious Events**

All members must report any suspicious or abnormal activities immediately to OC ITSU ([itsu@aircadets.org.hk](mailto:itsu@aircadets.org.hk)) cc HQ HKACC ([hq@aircadets.org.hk](mailto:hq@aircadets.org.hk)) through their Unit Commanders.

( Signed )  
F/L SY CHAN  
OC ITSU