

Policy for Use of Personal Data

Statement of Policy

Hong Kong Football Association (HKFA) respects and protects your privacy. We undertake to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486, the Laws of Hong Kong) in order to ensure that your personal data are properly handled, as illustrated below:

1. Personal data should be collected by lawful and fair means and can only be used for lawful purposes directly related to the services and activities of the HKFA.
2. The data collected should be necessary, adequate but not excessive in relation to its purposes.
3. Unless prior consent has been obtained from the data subject, the personal data should only be used, disclosed or transferred for the purposes of such collection.
4. All reasonably practicable steps should be taken to ensure that personal data collected or retained are accurate for the purposes for which they are used.
5. Personal data should not be kept longer than the time needed for the purposes for which they are used.
6. All reasonably practicable steps should be taken to ensure that personal data held are protected against unauthorized or accidental access, processing, erasure or other use.
7. The data subject is entitled to request access to and the correction of respective personal data. The HKFA may refuse such request subject to the provisions and exemptions of the Ordinance.

Statement of Practices

1. Kinds of Personal Data Collected and Held

HKFA collects and holds the following broad categories of personal data in discharge of our services, activities and functions:-

- Players/ club staff/ referees/ data
- contractors/consultants/business associates/working partners data
- employment-related personal data
- HKFA's website subscribers' data
- data collected from the HKFA website (www.hkfa.com)

Type of personal data collected by HKFA may include:-

- your personal information and contact information such as your name, telephone

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number, address, email address, fax number, gender, date of birth, identity card number;

- your business information such as company name and business title;

You are not obliged to provide the personal data, but if you do not, your request or application may not be processed and/or our services or features (whichever applicable) may not be available to you.

2. Purpose of Collection and Use of Personal Data

Personal data collected from you may be used by the HKFA for:-

- Football/ operation management;
- Health assessment data;
- Organizing and delivering promotional, educational and training activities;
- Conducting customer, product and service surveys;
- Acquisition of services;
- Subscription of publications;
- Administration of office functions, security and activities;
- Recruitment and human resource management purposes;
- Providing members' services;
- Marketing of products, services and/or facilities of HKFA;
- Provisioning of customers services;
- Following up and handling complaints and enquiries;
- Making such disclosures as required by applicable laws, regulations and rules;
- Any purposes directly related to the purpose for which the personal data were initially collected; and
- Any other purpose which have been agreed or notified to you.

If you are a minor, you must ask your parents or guardian before providing any personal data to us.

3. Collection of Information when you visit the HKFA Website and use of cookies:-

- HKFA will record visits to the HKFA Website without collecting any personal identifiable information of users. Such general statistics are collected for the compilation of statistical reports and the diagnosis of problems concerning computer systems to help us improve the HKFA website.
- Cookies are used to save user preferences on their computers. No personal identifiable information would be collected and saved. Users may opt for not accepting cookies by changing browser settings or removing them afterwards. Under such circumstances, user preferences could not be saved and user experience may be affected.
- When you visit the HKFA Website, your internet protocol address will be identified

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and logged automatically in our server log files, along with the browser type and the pages that you viewed. Server logs are used to compile statistics on the usage levels of the HKFA Website without collecting any personal identifiable information of users.

- For different purposes and at different times you may be invited to provide personal data to us through the HKFA Website on a voluntary basis. Personal information may include name, email address, telephone number, facsimile number and postal address. We will specify the collection purpose and intended usage of your data when you are invited to provide such information and advise you how you may request access to or correction of the personal data provided.
- The HKFA Website may contain links to other websites and pages. By activating a link, such as for example by clicking on the banner of an advertiser or hyperlink linking to other website(s), you leave the HKFA Website and HKFA does not exercise control over any personal data or any other information you provide to any other entity after you have left the HKFA Website. Access to and use of such other websites is at your own risk and you are advised to refer to the privacy policies of those other locations, if any;

4. Disclosure

HKFA will take all practicable steps to keep your personal data confidential but for any one or more purposes named in paragraph 2 above, we may transfer/ assign your personal data or exchange such data with any of the following parties irrespective of whether such parties are located inside or outside Hong Kong:

- Any agent, contractor or third party service provider who provides administrative, IT, telecommunications, computer and other services to us with respect to the operation of our business and activities;
- Any person to whom we are under an obligation to make disclosure under the requirement of any law binding on us or for the purposes of any guidelines or codes of practice issued by regulatory or other authorities with which we are reasonably expected to comply;

Unless expressly stated in this statement or with your prior consent, personal data collected from you will not be disclosed to any third party other than the above named parties.

5. Security

HKFA defines and implements the appropriate technical and organizational measures necessary to maintain the security of personal data according to the nature of the personal data handled/ processed and the circumstances of the handling/ processing, with the objective of avoiding non-authorized or unlawful processing or access, its alteration and/or loss. Except as mentioned in paragraph 4 above, your personal data,

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however stored, will be accessed only by our employees or contractors who are authorized to do and under a duty of confidentiality to us. Such authorized personnel or contractors designated to handle personal data will be instructed to do so in accordance with this statement.

6. Retention of Personal Data

Unless there is a mandatory legal requirement for us to keep your personal data for a specific period, HKFA will only retain your personal data for as long as necessary to fulfill the purposes specified above for which the personal data were originally collected. We will periodically redact, purge, anonymize or destroy unnecessary personal data in our system in accordance with our internal procedures.

7. Data Access/ Correction Requests

Requests for access to and correction of personal data held by the HKFA can be made in writing by email to:

Personal Data Privacy Officer
Hong Kong Football Association
privacy@hkfa.com

When handling a data access or correction request, HKFA will check the identity of the requester to ensure that he/she is the person legally entitled to make the data access or correction request.

HKFA is required to respond to your requests within 40 days and we will endeavor to do so wherever possible, but we may charge you a reasonable fee for doing so. A reasonable charge will be levied to cover the costs for data access or correction or any additional copy requested. The charge is subject to revision from time to time.

In the event that there is any inconsistency between the English and Chinese versions of this statement, the English version shall prevail.

For any enquiries in relation to this policy, please email us at: hkfa@hkfa.com.

個人資料使用政策

政策聲明

香港足球總會 (足總) 重視你的個人私隱保障。我們承諾遵守《個人資料(私隱)條例》(香港法例第 486 章) 中所列載的規定，以確保你的個人資料得以妥善處理，闡述如下：

1. 個人資料須循合法和公平的途徑收集，而該等資料只可用於和足總的服務和活動有直接關係的合法目的上；
2. 就該等目的而言，所收集的資料是實際所需的資料，並且是足夠而不會過多的；
3. 除非事先獲得資料當事人同意，否則該等個人資料只有在符合收集資料的目的之情況下，才可使用、披露或轉介；
4. 須採取一切合理及切實可行的步驟，確保所收集或保留的個人資料就使用的目的上是準確的；
5. 個人資料保存的時間，不得超過需要使用資料作既定用途的時間；
6. 須採取一切合理及切實可行的步驟，確保所持有的個人資料獲得保護，避免未經許可或意外的查閱、處理、刪除或作其他用途；
7. 資料當事人有權要求查閱及改正其個人資料，惟在若干情況下，足總可根據條例的規定及有關豁免的條文而拒絕該項要求。

實務大綱

1. 收集和持有的個人資料類別

足總收集及持有以下廣泛類別的個人資料，以執行我們的服務，活動及職能：-

- 球員 / 球會工作人員 / 裁判的資料
- 承包商 / 顧問 / 商業夥伴 / 工作夥伴的資料
- 就業相關的個人資料
- 足總網站用戶的資料
- 從足總網站 (www.hkfa.com) 上收集的資料

足總收集的個人資料類別可能包括：-

- 你的個人資料及聯絡資料，如姓名、電話號碼、地址、電郵地址、傳真號碼、性別、出生日期、身份證號碼
- 你的商業資料，如公司的名稱及職銜

你並非必須提供個人資料，但如你沒有提供資料，你的要求或申請可能不獲處理，及 / 或可能我們因此而不能向你提供所需的服務或功能 (以適用者為準) 。

2. 收集個人資料的目的及用途

從你收集所得的個人資料可能會用作以下用途：-

- 足球 / 營運管理

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- 健康評估資料
- 組織及進行宣傳、教育及培訓活動；
- 進行客戶、產品及服務的調查；
- 獲取服務；
- 訂閱刊物；
- 辦公室功能、保安、活動的行政管理；
- 作為招聘和人力資源管理的用途；
- 提供會員服務；
- 推廣足總商品、服務及 / 或設施；
- 提供客戶服務；
- 跟進及處理投訴及查詢；
- 根據適用法律、規則及規例所作的披露；
- 任何與收集個人資料的原來目的直接有關之其他用途；及
- 你已同意或已被告知的其他用途。

倘若閣下並未成年，向我們提供任何個人資料前，必須先徵求閣下之家長或監護人之同意。

3. 於瀏覽足總網頁及使用小型文字檔案 (cookies) 時收集的資料 :-

- 足總會記錄互聯網使用者瀏覽本網站的次數，但不會收集任何足以辨識使用者身份的資料。所收集的一般數據只用於統計報告和檢查電腦系統問題，以協助我們改善網站服務。
- 我們會採用小型文字檔案 (cookies) 於用戶的電腦以記錄其網頁設定。這些檔案不會收集或儲存可辨識使用者身份的資料。用戶可更改瀏覽器設定選擇不接收小型文字檔案 (cookies)，或之後移除。在這情況下，用戶的設定將不能保存，用戶體驗可能受影響。
- 當你瀏覽足總網站時，你的互聯網規約地址、瀏覽器類型和曾經瀏覽的網頁將自動被識別並記錄在本網站的伺服器日誌檔案中。伺服器日誌僅用於編製有關本網站使用量的統計資料，並不會收集任何足以辨識使用者身份的資料。
- 我們可能基於個別原因，於不同時間，邀請你自願提供個人資料。這些個人資料可能包括姓名、電郵地址、電話號碼、傳真號碼和郵寄地址。當我們邀請你提供資料時，將說明收集資料的目的和用途，並會向你解釋如何要求查閱或改正已提供的個人資料。
- 本網站可能載有通往其他網站及網頁的連結。每當你啟動任何此等連結網址，例如點選任何廣告客戶的連結欄目或其他網站的超連結，即你已離開了足總的網站。你在離開足總網站後向任何其他團體提供的任何個人資料或任何其他資料，一概不在足總的管控範圍內。你須承擔一切瀏覽或使用其他網站的風險。請閱覽其他位置的私隱政策 (如有)。

4. 披露

足總將採取一切可行的步驟將你的資料保密，就上文第二段提及的任何一個或多個目的，我們可能調動 / 轉移你的個人資料或與下列任何一方交換此類資料，不論對方是否位於香港境內或境外：

- 向我們提供有關業務和活動營運的行政、資訊技術、電訊、電腦、或其他服務的任何代理商、承辦商或第三方服務供應商；或

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- 根據對我們有約束力的任何法律要求，或為了符合由監管機構或其他機構發出而我們亦應遵守的任何指引或工作守則，我們有責任向有關人士披露資料；除非本聲明已表明或事先得到你的同意，向你收集的個人資料將不會向上述人士以外的任何第三方披露。

5. 保安

足總根據處理的個人資料的性質和處理的情況，界定及實行適當的技術和組織措施，以維護個人資料的安全。此做法的目的是避免未經授權或非法處理或查閱個人資料，其更改及 / 或損失。除上文第四段提及以外，不論其儲存方式，只有經授權並且對足總有保密責任的職員及承辦商才可獲准查閱你的個人資料。被指定負責處理個人資料的足總僱員或承辦商在處理有關個人資料時，必須按指示遵守本聲明。

6. 個人資料的保存

除非法例規定足總須保存你的個人資料一段指定的時間，足總只會將個人資料保存至達到上文所述收集個人資料的原來目的為止。足總並將根據足總的內部程序按時纂輯、清洗或以匿名方式處理足總系統內不必要的個人資料。

7. 查閱 / 更改資料的要求

如欲要求查閱及更改足總所持有的個人資料，可電郵至：

個人資料私隱主任
香港足球總會
privacy@hkfa.com

處理查閱或更改資料的要求時，足總將核實提出要求者的身份，以確保該人在法律上有權提出查閱或更改資料的要求。

足總須於四十天內回應你的要求。我們將盡所能達成，但可能就有關要求收取合理費用，以支付因應查閱或更改資料要求或任何額外影印所產生的成本。此費用將不時予以調整。

若本聲明的英文版本與中文版本有任何歧義，一概以英文版本為準。

如果你對此政策有任何查詢，請透過電子郵件，向本會提出。(電子郵址為：hkfa@hkfa.com)