

Hong Kong, China Table Tennis Association

PRIVACY POLICY STATEMENT

中國香港乒乓總會 - 私隱政策聲明

(27/9/2023)

Thank you for visiting our Site. We strongly recommend you to read these Privacy Policy Statement below. If you have any questions, please do not hesitate to send us an e-mail (hkta@netvigator.com).

歡迎瀏覽我們的網站。我們強烈建議您細閱以下的私隱政策聲明。如有任何疑問，你可以發送郵件至（hkta@netvigator.com）與我們聯繫查詢。

1. STATEMENT

聲明

The Hong Kong, China Table Tennis Association Limited (中國香港乒乓總會有限公司) (“HKTTA”), as a Data User, respects personal data privacy and is committed to fully implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (Cap 486) and Codes of Practice issued by the Privacy Commissioner for Personal Data from time to time. In doing so, HKTTA will ensure compliance by our staff with the strictest standards of security and confidentiality.

中國香港乒乓總會有限公司（本會）作為資料使用者，尊重個人資料的私隱，並且會竭盡所能落實和遵守資料保障的原則及香港法例第 486 章《個人資料（私隱）條例》的各項相關條文，以及由個人資料私隱專員公署發出的《實務守則》。為履行此承諾，我們將確保我們的職員能夠遵守最嚴格的保安及機密標準。

Please read the following carefully to understand our policy and practices regarding how your Personal Information will be treated.

請仔細閱讀以下內容，以了解我們處理個人資料的政策和方法。

HKTTA undertakes to:

本會承諾：

- a. Take all reasonably practicable steps to ensure that personal data are accurate, up-to-date and kept no longer than necessary;
採取一切合理切實可行的步驟，以確保有關個人資料是準確的及最新的，並且不會保存該類資料超過所需的時間；
- b. Collect personal data directly related to the functions and activities of HKTTA only for lawful purposes, and by lawful and fair means;

僅會在出於合法目的情況，以合法和在有關個案的所有情況下屬公平的方式收集與本會職能和活動有直接關係的個人資料；

- c. Take all reasonably practicable steps to ensure that the public is informed of the kinds of personal data that HKTTA holds and the purposes for which the data are to be used;
採取所有切實可行的步驟，以確保公眾能獲告知本會所持有個人資料的種類，和使用該資料的目的；
- d. Permit Data Subjects to access and correct their personal data and process the data access / correction requests in a manner permitted or required by law.
准許資料當事人以法律所容許或要求的方式，使用和更正其個人數據，或提出處理，查閱或更正資料的要求；
- e. Use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the Data Subject concerned has given his consent to a change of use or such use is permitted by law; and
- f. 除非資料當事人同意把個人資料轉變為其他用途，或該等用途是法律所容許的，否則所收集的個人資料只會單純被用於收集該等資料的目的，或與其直接有關的其他目的；及
- g. Take all reasonably practicable steps to ensure that personal data are protected against unauthorized or accidental access, processing, erasure or other use;
採取所有切實可行的步驟，以確保由資料當事人持有的個人資料受保障而不受未獲准許的／意外的查閱、處理、刪除、喪失或使用所產生的影響。

2. PERSONAL DATA COLLECTION AND USE

個人數據的收集與使用

HKTTA, in the course of its operations, may process the following types of personal data of officers, Executive Committee Members, members, athletes, staff, participants, coaches, Technical Officials and other individuals:

本會在運作過程中，可能會收集以下類型的個人數據，包括公職人員、執行委員會成員、會員、運動員、工作人員、參加者、教練、技術工作人員和其他個人的：

- a. Identification data (e.g. name and Hong Kong Identity Card / passport details);
身份資料（例如，香港身分證或護照）；
- b. Personal details (e.g. age, sex, date of birth, marital status, occupation, educational background or qualification, personal photos, address, telephone number, e-mail address and other contact details);
個人詳細資料（例如年齡、性別、出生日期、婚姻狀況、職業、教育程度及資歷、個人照片、地址、電話號碼、電郵地址和其他聯繫方式）；

- c. Health information (e.g. data from medical / anti-doping tests, vaccine records and/or testing records);
健康資料(例如 醫療／反興奮劑測試的相關資料，和注射記錄及／或測試記錄)；
- d. Employment record (e.g. job applications, past and present staff's job particulars, details of salary, payments, benefits, leave, training records, group medical and dental insurance records, mandatory provident fund schemes participation, performance appraisals, and disciplinary matters);
僱傭記錄(例如工作申請、過去和現在的工作詳情、薪金、酬勞、福利、休假、培訓記錄、團體醫療和牙科保險記錄、強制性公積金計劃、績效考核和紀律事項)；
- e. Images (e.g. photo of an individual participating in HKTTA's events / activities, and image of a visitor to the premises relating to HKTTA captured by CCTV system (as the case may be)); and
圖像(例如 個人參與本會活動時所拍攝／被拍攝的照片，或者由閉路電視所拍攝到的訪客影像(視情況而定))；及
- f. Payment details (e.g. bank / credit card details, for enrolment of events / activities).
付費記錄的詳細資料(例如 銀行/信用卡的詳細資料，用於註冊/活動)。

3. MAIN PURPOSES FOR PROCESSING PERSONAL DATA

個人資料處理的主要目的

- a. The purposes for which HKTTA processes personal data are:

以下為本會處理的個人資料及數據的主要目的：-

- (i) To verify an individual's identity;
驗證個人身份；
- (ii) To ensure compliance with the rules and regulations of HKTTA and that of local and international sports governing bodies, including but not limited to, International Table Tennis Federation (ITTF), Asian Table Tennis Union (ATTU), Olympic Council of Asia (OCA) and Sports Federation & Olympic Committee of Hong Kong, China (SF & OC) and Olympic Charter, the rules and regulations of the International Olympic Committee;
為確保會員遵守本會，其他本地和國際體育管理機構，例如 國際乒乓球聯合會，亞洲乒乓球聯盟，亞洲奧林匹克理事會及中國香港體育協會暨奧林匹克委員會，奧林匹克憲章，國際奧委會的規章制度的規則和規定；
- (iii) To maintain and develop services, including programmes, activities, and events;
維持和發展不同的服務，包括體育推廣計劃、組織體育活動和運動項目；

- (iv) To enable athletes and officials to participate in International Multi-Sports Games, including the selection of potential athletes into the Hong Kong, China Delegation;
協助運動員，組織代表，執委會委員和公職人員參加各類型的國際綜合運動會，同時選拔有潛力的運動員加入中國香港代表團；
- (v) To organize, conduct and promote HKTTA's events / activities;
組織、舉辦及推廣本會的活動；
- (vi) To maintain relationships with HKTTA's members;
維持各會員與本會的關係；
- (vii) To handle complaints / enquiries as appropriate;
處理投訴／查詢；
- (viii) To carry out surveys and statistical analyses;
進行調查，統計及數據分析；
- (ix) For purposes related to recruitment of staff, selection of candidates for courses organized from time to time, manpower management, and maintenance of employment relationship;
招聘工作人員、管理人力資源、選拔申請者參與本會課程及維持僱傭關係；
- (x) For security purposes; and
出於安全目的；及
- (xi) Where otherwise reasonably necessary for HKTTA to carry out its functions.
任何其他本會因履行其職能的合理目的／原因。

4. LAWFUL BASIS FOR PROCESSING PERSONAL DATA

處理個人數據的法律基礎

- a. HKTTA only processes personal data where there is a lawful basis for doing so.

本會僅在有法律依據的情況下處理個人數據。

- (i) Consent : the Data Subject has given clear consent for HKTTA to process their personal data for a specific purpose;
同意 : 資料當事人明確同意並授權本會可為特定的目的處理其個人資料；
- (ii) Contract : the processing is necessary for a contract HKTTA has with a Data Subject, or because a Data Subject has asked HKTTA to take

- specific steps before entering into a contract;
- 合約 : 是資料當事人與本會簽定合約所採取的必要步驟；
- (iii) Legal obligation : the processing is necessary for HKTТА to discharge its legal obligation ;
- 法律責任 : 基於法律的要求；
- (iv) Public task : the processing is necessary for HKTТА to perform a task in the public interest;
- 公共服務 : 為保障公眾利益而必需提供；
- (v) Vital interests : the processing is necessary to protect the Data Subject's life;
- 重大利益 : 為了保障資料當事人的生命安全；
- (vi) Legitimate interests: : the processing is necessary for HKTТА's legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
- (vii) 正當權益 : 就維持本會的法律權益或第三者的法律權益而言，是必需而且必要的。除非有充足的理由，保護使用者／用戶／資料當事人的個人資料的重要性凌駕於此類權益之上。
- b. In addition, HKTТА will on occasion need to process special category personal data (e.g. when conducting medical/anti-doping tests) or criminal records information (e.g. when carrying out No Criminal/Sexual Conviction Record Checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required.
- 此外，在特定情況，基於法律所要求的責任或義務，本會或許需要處理特殊類別的 (i) 個人資料（例如 根據相關的組織的規定或要求，進行相應的醫學／反禁藥測試時）；或 (ii) 犯罪記錄資料（例如 進行無犯罪記錄／性罪行定罪記錄查核時）。這同時包括，保護個人私隱和保障僱傭關係，根據法例的要求，同意交出個人資料。

5. HOW HKTТА COLLECTS PERSONAL DATA

本會如何收集個人資料

- a. Generally, HKTТА collects personal data from the individual direct. This may be via a form, an online platform or simply in the ordinary course of interaction or communication.

一般而言，本會可以直接向個人用戶收集個人資料。本會可能通過表格填寫、線上平台，或從一般人與人之間的互動或交流中獲取。

- b. HKTTA will not collect personal data from a minor without prior consent from a person with parental responsibility for the minor.
在未取得相關父母或監護人的事先同意前，本會不會向未成年人收集個人資料。
- c. In some cases, personal data will be supplied by third parties (e.g. affiliated clubs or other professionals or authorities working with that individual) or collected from publicly available resources.
某些情況下，個人資料或會由第三方提供（例如，附屬組織，其他專業組織或人士，組織或機構），或者取自其他公共資源。

6. ACCESS TO AND SHARING OF PERSONAL DATA

存取和共享個人資料

- a. HKTTA may be required to share personal data with third parties, such as:
本會可能需要與第三者共享個人資料，例如：
 - (i) partners or related organizations (e.g. ITTF, ATTU, OCA, International Olympic Committee, Organizing Committee of multi-sports Games, SF & OC);
合作夥伴或相關組織（國際乒乓球聯合會，亞洲乒乓球聯盟，亞洲奧林匹克理事會，綜合運動會籌委會，及中國香港體育協會暨奧林匹克委員會）；
 - (ii) governmental authorities;
政府機構／代表；
 - (iii) professional advisers (e.g. lawyers, insurers and auditors); and
專業顧問（例如律師、保險公司和核數師／會計師），及
 - (iv) where appropriate, parties who will be contacted by us during the handling of a complaint / enquiry case including the party being complained against and/or other parties concerned.
在適當的情況下，我們在處理投訴／查詢案件期間將會聯繫的各方，包括被投訴方和/或其他任何相關方。
- b. For the most part, personal data collected by HKTTA will remain within HKTTA and will be processed by appropriate individuals on a “need to know” basis.
本會所收集的個人資料大部分將儲存／保存在本會，並由適當的人員基於“需知道”的原則作出妥善處理及保管。
- c. Some of HKTTA’s processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. All HKTTA’s service providers are bound by contractual duty to keep confidential any data they come into contact with against unauthorized access, use and retention.

本會所舉辦的部份活動或會交由第三方代表執行／處理，例如 資訊系統營運商、網頁開發商或雲端儲存服務供應商。所有本會的服務提供商均受相關合約的條款及義務約束，確保他們接觸到的一切數據／資料得以保密，以防止未經授權的接觸，使用和儲存。

7. INFORMATION COLLECTED ON THE WEBSITES OF HKTTA

於本會網站上所收集的資料

- a. A cookie is a small amount of data created in a computer when a person visits a website on the computer. It often includes an anonymous unique identifier. A cookie can be used to identify a computer. Cookies are used by HKTTA to collect statistics about the number of visits of users to HKTTA's websites and the users' preference of websites and online services offered on HKTTA's websites.

當人們使用電腦存取網站時，電腦會創建少量名為 Cookies (小型文字檔案)的數據。小型文字檔案通常包括一個匿名但唯一的標識符。小型文字檔案可用於識別電腦。本會使用小型文字檔案統計用戶瀏覽本會網站的次數，用戶對本會網站的使用偏好及其他網絡服務的數據。

- b. Users may choose to accept or reject cookies. If users reject cookies, they will not be able to use some of the functions of the websites, such as saving preferences and accessing some online services.

用戶可以選擇接受或拒絕小型文字檔案。如果用戶選擇拒絕小型文字檔案，他們或許將無法使用本會網站的某些功能，例如儲存個人偏好選項和存取部份線上服務。

- c. When a user visits HKTTA's websites, the webserver makes a record of the visit that includes the user's IP addresses (and domain names), the types and configurations of browsers, language settings, geo-locations, operating systems, previous sites visited, and time/duration and the pages visited (webserver access log).

當用戶瀏覽本會的網站時，網絡伺服器會儲存相關記錄，包括用戶的 IP 地址／網絡協議地址（及網域名稱）、網絡瀏覽器類型及設定、語言設定、地理位置、電腦操作系統以及之前瀏覽相關的網頁所逗留的時間和曾經到訪的網站頁面（網絡伺服器的存取日誌／logs）。

- d. HKTTA uses the webserver access log for the purpose of maintaining and improving its websites such as to determine the optimal screen resolution, which pages have been most frequently visited etc. HKTTA uses such data only for website enhancement and optimization purposes.

本會會使用伺服器的存取日誌來維護和改進本會的網站，例如確定最佳的屏幕分辨率、最常瀏覽的頁面等。本會僅會將此類數據／資料用於改善及優化網站服務，以及用於“安全事故調查”（例如追蹤可疑黑客攻擊的來源）。

- e. HKTTA does not use, and have no intention of using the visitor data to personally identify anyone.

本會不會使用，也無意使用任何用戶／使用者的數據來識別任何人的個人身份。

8. DATA RETENTION

保存個人資料／數據

Personal data you provided to us will be retained for such period as may be necessary for the carrying out of the purposes referred to in this Privacy Policy Statement. Personal data that is no longer needed is either irreversibly anonymized (and the anonymized information will be retained) or securely destroyed.

本會管有的個人數據／資料保存的時間不會超過實現該等待用資料的目的所需的時間。已無需使用的個人數據會被進行匿名化處理（匿名化後的資料將被保留）或被安全銷毀。

9. DATA SECURITY

數據安全

HKTTA takes reasonably practicable steps to protect the personal data it holds against loss, unauthorized access, use, modification or disclosure. For example, training on personal data protection is provided to staff members who need to handle personal data in their daily work; formulation of appropriate privacy policy by HKTTA, etc.

本會採取所有合理及切實可行的措施以妥善保管我們持有的個人資料：防止資料丟失，或在未獲授權的情況下被查閱、處理、修改或披露。例如，本會會不時為在日常工作中需要處理個人數據／資料的工作人員提供相應的培訓；本會同時亦會製定適當的私隱政策以供相關人員參照。

10. DATA ACCESS AND CORRECTION

數據查閱和更正

Data access requests must be made in writing using the form prescribed by the Privacy Commissioner for Personal Data.¹ The completed form should be sent directly to the Secretariat by fax (2838 9233), by email (hkttta@netvigator.com), or in person or by post to :

Hong Kong, China Table Tennis Association Limited
Rm 2008, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Attn.: The Secretariat

如要向本會提出查閱資料要求，請以香港個人資料私隱專員公署專員指明的「查閱資料要求表格」向本會秘書處提出。填妥的表格可以傳真 (2838 9233)、電郵 (hkttta@netvigator.com)、親自遞交或郵寄方式送到本會：

¹ The DATA ACCESS REQUEST FORM is available on the Office of the Privacy Commissioner for Personal Data's website

資料查閱申請表由個人資料私隱專員公署網站提供

<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>

中國香港乒乓總會有限公司
香港銅鑼灣 掃桿埔 大球場徑 1 號 奧運大樓 2008 室
秘書處

When handling a data access or correction request, HKTTA 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.

本會在處理查閱或改正資料要求時，會查核提出要求者的身份，以確保他/她在法律上有權作出是項要求。

11. CONTACT US

聯絡我們

Any enquiries regarding HKTTA's personal data privacy policy and practice may be addressed to the Secretariat by post to the above correspondence address, via email to hkttanetvigatorteam@gmail.com or by fax to (2838 9233) during office hours. HKTTA's Privacy Policy Statement is kept under regular review. This statement was last updated in September 2022.

如果對本會的個人資料私隱政策和實施有任何查詢，請向本會秘書處提出。相關查詢可以通過郵寄或電郵 (hkttanetvigatorteam@gmail.com)，或在辦公時間傳真 (2838 9233) 到本會作查詢。本會會定期檢討本會的私隱政策聲明。本聲明最後更新於 2022 年 9 月。

We may amend this Privacy Policy Statement at any time by e-mail (hkttanetvigatorteam@gmail.com), or via posting the amended Privacy Policy Statement on the Sites (<https://www.hkttanetvigatorteam.org.hk/>). All amended Privacy Policy Statement shall be automatically effective from the date it is published on our site. Your continued use of the Service after the effective date of such amended terms and/or conditions constitutes your acceptance of the amended Privacy Policy Statement.

本會可以隨時通過電郵 (hkttanetvigatorteam@gmail.com)

修改本私隱政策，或直接在本會網站上 (<https://www.hkttanetvigatorteam.org.hk/>) 發布已修訂的版本。所有已修訂的私隱政策將在此類修訂發布後即時／自動生效。若您在此類已修訂條款和／或條件生效之後繼續使用本服務，即表示您接受修訂的私隱政策聲明。

If there is any inconsistency between the English and Chinese versions of these Terms & Conditions and the Privacy Policy Statement above (unless otherwise indicated), the English version shall prevail.

如果本“服務條款及細則”與“私隱政策聲明”的中英文版本存在差異（除非另有說明），一律以英文版本為準。