

## **PRIVACY POLICY STATEMENT**

### **私隱政策聲明**

#### **1. STATEMENT 聲明**

Hong Kong China Bodybuilding and Fitness Association (中國香港健美總會) (“**HKCBBA**”), 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. HKCBBA is equally committed to ensuring that all its officials, staff and agents uphold these obligations.

中國香港健美總會（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發出的《實務守則》。為履行此承諾，本會將會確保屬下執委會委員、職員及中介人／代理人遵從相關的規定。

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，以了解我們處理用戶資料的政策和做法。

HKCBBA undertakes to:

本會承諾：

1.1 collect personal data directly related to the functions and activities of HKCBBA 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的職能和活動有直接關係的個人資料；

1.2 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及最新的資料，並且不會保存該類資料超過所需的時間；

1.3 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;

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被單純用於收集該等資料的目的，或與其直接有關的其他目的；

1.4 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或意外的查閱、處理、刪除、喪失或使用所產生的影響；

1.5 take all reasonably practicable steps to ensure that the public is informed of the kinds of personal data that HKCBBA holds and the purposes for which the data are to be used; and

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；及

1.6 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要求或規定的方式，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。

By being one of our Users or visitors to our Sites you agree to be bound by all the terms and conditions set out in this Privacy Policy and THAT YOU GIVE US YOUR CONSENT to collect, use and disclose such Personal Information. If you do not accept the terms of this Privacy Policy or disagree with any subsequent amendments, changes, or updates we made, you MUST NOT access the Sites and not use any Service provided by us. You hereby agree your only recourse in this case is to cease and desist from further use of the Service.

作為我們網站和/或服務的應用程式的使用者或訪客，您同意接受本私隱政策聲明中規定的所有條款和條件的約束，並同意我們可收集、使用和披露此類個人資料。若您不接受本私隱政策條款，或不同意我們所做的任何後續修訂、更改或更新，您應該立即停止訪問本網站或與本服務相關的應用程式，也不應再繼續使用我們提供的一切相關服務。您特此同意，在這種情況下，您唯一的選擇是停止使用我們的服務。

## **2. TYPES OF PERSONAL DATA PROCESSED BY HKCBBA 處理個人數據的類型**

HKCBBA, in the course of its operations, may process the following types of personal data of Officers, Executive Committee Members, members, athletes, staff, participants and other individuals:

本會在運作過程中，可能會處理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、參加者和其他個人的：

2.1 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）；

2.2 Personal details (e.g. age, sex, date of birth, marital status, occupation, 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、地址、電話號碼、電郵地址和其他聯繫方式）；

2.3 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）；

2.4 Payment details (e.g. bank / credit card details, for enrolment of events / activities);

支付的詳細資料（例如 銀行/信用卡的詳細資料，用於註冊/活動）；

2.5 Health information (e.g. data from medical / anti-doping tests and emergency contact details); and

健康資料（例如 醫療/反興奮劑測試的相關資料，和緊急聯繫方式）。

2.6 Images (e.g. photo of an individual participating in HKCBBA's events / activities, and image of a visitor to the premises relating to HKCBBA captured by CCTV system (as the case may be)).

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））。

### **3. MAIN PURPOSES FOR PROCESSING PERSONAL DATA 個人資料的處理目的**

3.1 The purposes for which HKCBBA processes personal data are:

以下為本會處理的個人資料及數據的主要目的: -

3.1.1 To verify an individual's identity;

驗證個人身份，

3.1.2 To ensure compliance with the rules and regulations of HKCBBA and that of local and international sports governing bodies, including but not limited to, World Bodybuilding and Physique Sports Federation (WBPF), Asian Bodybuilding and Physique Sports Federation (ABBF) 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 World Bodybuilding and Physique Sports Federation (WBPF)，Asian Bodybuilding and Physique Sports Federation (ABBF) 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，

3.1.3 To maintain and develop services, including programmes, activities, and events;

維護和開發不同的服務，包括體育推廣計劃、組織體育活動和運動項目，

3.1.4 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，

3.1.5 To organize, conduct and promote HKCBBA's events / activities;

組織、舉辦及推廣中國香港健美總會的活動，

3.1.6 To maintain relationships with HKCBBA's members;

維持各會員與中國香港健美總會的關係，

3.1.7 To handle complaints / enquiries as appropriate;

處理投訴／查詢，

3.1.8 To carry out surveys and statistical analyses;

進行調查，統計及數據分析，

3.1.9 For purposes related to recruitment of staff, manpower management, and maintenance of employment relationship;

招聘工作人員、管理人力資源及維持僱傭關係，

3.1.10 For security purposes; and

出於安全目的； 及

3.1.11 Where otherwise reasonably necessary for HKCBBA to carry out its functions.

任何其他本會因履行其職能的合理原因。

#### **4. LAWFUL BASIS FOR PROCESSING PERSONAL DATA 處理個人數據的法律基礎**

4.1 HKCBBA 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。

4.1.1 Consent: the Data Subject has given clear consent for HKCBBA 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，

4.1.2 Contract: the processing is necessary for a contract HKCBBA has with a Data Subject, or because a Data Subject has asked HKCBBA to take specific steps before entering into a contract.

合約：是資料當事人與本會簽定合約為前題，所採取的必要步驟，

4.1.3 Legal obligation: the processing is necessary for HKCBBA to comply with the law.

法律責任：基於法律的要求，

4.1.4 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，

4.1.5 Public task: the processing is necessary for HKCBBA to perform a task in the public interest.

公共服務：為保障公眾利益而必需提供，

4.1.6 Legitimate interests: the processing is necessary for HKCBBA'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.

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/資料當事人的個人數據的重要性凌駕於此類權益之上。

4.2 In addition, HKCBBA 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：

- 個人資訊(例如 根據相關的組織的規定或要求，進行相應的醫學/反興奮劑測試時)；或
- 犯罪記錄資料(例如 進行無犯罪記錄/性犯罪記錄檢查時)。

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 HKCBBA COLLECTS PERSONAL DATA 本會如何收集個人資料**

5.1 Generally, HKCBBA 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，或由一般人與人之間的互動或交流獲取。

5.2 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，屬會，其他專業組織或人士，組織或機構)或取自其他公共資源。

5.3 HKCBBA 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。

## **6. ACCESS TO AND SHARING OF PERSONAL DATA 存取和共享個人資料**

6.1 HKCBBA 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：

6.1.1 professional advisers (e.g. lawyers, insurers and auditors);  
專業顧問（例如律師、保險公司和核數師），

6.1.2 governmental authorities;  
政府機構，

6.1.3 partners or related organizations (e.g. WBPF, ABBF, International Olympic Committee, Organizing Committee of multi-sports Games, SF& OC); and  
合作夥伴或相關組織（WBPF， ABBF， 綜合運動會籌委， 中國香港體育協會暨奧林匹克委員會）

6.1.4 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，

6.2 For the most part, personal data collected by HKCBBA will remain within HKCBBA 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。

6.3 Some of HKCBBA’s processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. All HKCBBA’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、網頁開發商或雲端存儲供應商。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 HKCBBA 於本會網站上所收集的資料**

7.1 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 HKCBBA to collect statistics about the number of visits of users to HKCBBA's websites and the users' preference of websites and online services offered on HKCBBA's websites. 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.

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存取本會網站的次數，用戶對本會網站的使用偏好及其他網絡服務的數據。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。

7.2 When a user visits HKCBBA'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). HKCBBA 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. HKCBBA uses such data only for website enhancement and optimization purposes. HKCBBA does not use, and have no intention of using the visitor data to personally identify anyone.

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、操作系統以及之前瀏覽相關的網頁所逗留的時間和曾到訪網站的頁面（網絡伺服器的存取日誌）。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）。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. PROTECTION MEASURES 保護措施**

HKCBBA 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 HKCBBA, 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關的培訓；本會同時亦會製定適當的私隱政策以供相關人員參閱。

## **9. RETENTION 個人資料保存**

Personal data will not normally be kept longer than is necessary for the fulfilment of the purpose for which it is collected. Personal data that is no longer needed is either irreversibly anonymized (and the anonymized information will be retained) or securely destroyed.

我們持有的個人數據／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（匿名化的資料將被保留）或被安全銷毀。

## **10. DATA ACCESS AND CORRECTION 數據查閱和更正**

10.1 Data access requests must be made in writing using the form prescribed by the Privacy Commissioner for Personal Data. The completed form should be sent directly to the Sports Executive by fax (2576 - 9703), by email ([info@hkcbba.org](mailto:info@hkcbba.org)), or in person or by post to:

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指明的「查閱資料要求表格」向本會的體育幹事提出。填妥的表格可以傳真 (2576 - 9703)、電郵 ([info@hkcbba.org](mailto:info@hkcbba.org))、親自遞交或郵寄方式送到本會：

中國香港健美總會  
香港銅鑼灣  
掃桿大球場徑一號  
奧運大樓 1028 室  
聯繫人：體育幹事

Hong Kong China Bodybuilding and  
Fitness Association  
Room 1028,  
Olympic House,  
1 Stadium Path, So Kon Po,

Causeway Bay, Hong Kong.

Attn.: Sports Executive

10.2 When handling a data access or correction request, HKCBBA will check the identity of the requester to ensure that he 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，以確保他在法律上有權作出是項要求。

## **11. ENQUIRIES 查詢**

Any enquiries regarding HKCBBA's personal data privacy policy and practice may be addressed to the Sports Executive by post to the above correspondence address, via email to [info@hkcbba.org](mailto:info@hkcbba.org) or by fax to (2504 – 8246) during office hours. HKCBBA's Privacy Policy Statement is kept under regular review. This statement was last updated in September 2021.

如果對本會的個人資料私隱政策和實施有任何查詢，請向本會的體育幹事提出。相關查詢可以通過郵寄或電郵 ([info@hkcbba.org](mailto:info@hkcbba.org))，或在辦公時間傳真 (2504 - 8246) 到本會作查詢。中國香港健美總會會定期檢討本會的私隱政策聲明。本聲明最後更新於 2021 年 9 月。

<sup>1</sup> 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>

We may amend this Privacy Policy at any time by e-mail ([info@hkcbba.org](mailto:info@hkcbba.org)), or via posting the amended Privacy Policy Statement on the Sites (<https://www.hkcbba.org>). 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 ([info@hkcbba.org](mailto:info@hkcbba.org)) 修改本私隱政策，或直接在本會網站上 (<https://www.hkcbba.org>) 發佈已修訂的版本。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。

In case of discrepancy between the English version and the Chinese version in respect of all or any part of the contents in the website, the English version shall prevail.

以上的私隱政策聲明中英文版本如有差異，一律以英文版本為準。