

## **Policy for Use of Personal Data**

Hong Kong Football Association (HKFA) respects and protects your privacy. We undertake to comply with the requirements of the Personal Data (Privacy) Ordinance 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.

For any enquiries in relation to this policy, please email us at: [hkfa@hkfa.com](mailto:hkfa@hkfa.com).

## 個人資料使用政策

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》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。

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](mailto:hkfa@hkfa.com)).