The Judo Association of Hong Kong, China

Personal Data Privacy Protection

Effective: September 2026

Next review: September 2031

The Judo Association of Hong Kong, China

中國香港柔道總會

Privacy Policy Statement

私隱政策聲明

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

歡迎來臨我們的網站。我們強烈建議您閱讀以下的私隱政策聲明。 如有任何疑問，你可以發送郵件至（secretary@hkjudo.com）與我們聯繫查詢。

1. Statement 聲明

The Judo Association of Hong Kong, China (the Association), 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 Code of Practice issued by the Privacy Commissioner for Personal Data. The Association is equally committed to ensuring that all its Board Directors, Committee Members, staff and members uphold these obligations. The Association undertakes to:
中國香港柔道總會（本會），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》。 本會同樣致力於確保全體董事、委員會成員、員工及會員須恪守上述義務，本會承諾如下：

1.1 Collect personal data directly related to the functions and activities of the Association only for lawful purposes, and by lawful and fair means;
僅會在出於合法目的情況,，以合法和和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；

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的及最新的，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 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單純被用於收集該等資料的目的，或與其直接有關的目的；

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／意外的查閱、處理、刪除、喪失或使用所影響；

1.5 Take all reasonably practicable steps to ensure that the public is informed of the kinds of personal data that the Association 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。

2. Types of Personal Data Processed by the Association
處理個人數據的類型

The Association, in the course of its operations, may process the following types of personal data of Board Directors, Committee Members, staff, athletes, coaches, umpires, 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，包括董事、執行委員會成員、工作人員、運動員、教練、裁判、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, email 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, 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);
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）；

2.5 Health information (e.g., data from medical tests and emergency contact details);
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 Vehicle information; and
車輛資料; 以及

2.7 Images (e.g., photo of an individual participating in Association's events/activities).
圖像（例如: 個人參與本會活動時所拍攝/被拍攝的照片）。

3. Main Purposes for Processing Personal Data
處理個人資料及數據的主要目的

3.1 The purposes for which the Association 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 the Association and that of international sports governing bodies;
確保遵守本會及國際體育主管機構所制定之規則與規章;

3.1.3 To maintain and develop services, including programs, activities, and events;
維護和發展不同的服務，包括體育推廣計劃、組織體育活動和運動項目;

3.1.4 To enable athletes and Board Directors to participate in international multi-sports Games, including the selection of potential athletes into the Hong Kong, China Delegation;
協助運動員及董事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 the Association's events/activities;
組織、舉辦及推廣本會的活動;

3.1.6 To maintain relationships with the Association's members;
維持本會與會員的關係;

3.1.7 To handle complaints/enquiries as appropriate;
適當處理投訴 / 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;
有關招聘工作人員、管理人力資源及維持僱傭關係的目的;

3.1.10 For security purposes; and
出於安全事宜的目的;以及

3.1.11 Where otherwise reasonably necessary for the Association 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 The Association 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 the Association 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 the Association has with a Data Subject, or because a Data Subject has asked the Association to take specific steps before entering into a contract;
合約：進行這處理是為了因應本會與資料當事人之間的合約所必需，或是因資料當事人已請求本會在締結合約之前採取特定之步驟;

4.1.3 Legal obligation: the processing is necessary for the Association to comply with the law;
法律責任：進行這處理是基於本會符合法律的要求;

4.1.4 Vital interests: the processing is necessary to protect the Data Subject's life;
重大利益：進行這處理是為了保障資料當事人的生命安全;

4.1.5 Public task: the processing is necessary for the Association to perform a task in the public interest; and
公共服務：進行這處理是為保障公眾利益;以及

4.1.6 Legitimate interests: the processing is necessary for the Association'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：進行這處理是為了維持本會或第三者的法律權益，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法律權益之上。

4.2 In addition, the Association 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，基於法律所要求的責任或義務，本會或許需要在特定情況，根據法例的要求，處理特殊類別的個人資料（例如 進行醫學/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）。這亦包括保護個人私隱和保障僱傭關係，同意交出個人資料。

5. How the Association Collects Personal Data
本會如何收集個人資料

5.1 Generally, the Association collects personal data from the individual directly. This may be via a form, an online platform or simply in the ordinary course of interaction or communication.
一般而言，本會直接向用戶收集個人資料。本會可能通過填寫表格、線上平台，或從一般人與人之間的互動或交流中獲取。

5.2 In some cases, personal data may be supplied by third parties (e.g., 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 (例如與該人士有關的其他專業組織或人士)，或者取自其他公共資源。

5.3 The Association 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 For the most part, personal data collected by the Association will remain within the Association 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"的原則作出處理。

6.2 Some of the Association's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. All the Association'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，例如資訊系統、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合約的條款及義務約束，確保他們接觸到的一切數據得以保密，防止未經授權的接觸，使用和儲存。

6.3 Where necessary, the Association may be required to share personal data with third parties, such as:

如有需要，本會可能與第三者共享個人資料，例如：

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

6.3.2 Government authorities;
政府機構;

6.3.3 Partners or related organizations (e.g., International Judo Federation, Sports Federation & Olympic Committee of Hong Kong, China, International Olympic Committee, Organizing Committee of multi-sports Games); and
合作夥伴或相關組織（例如國際柔道聯盟，中國香港體育協會暨奧林匹克委員會，香國際奧林匹克委員會，綜合運動會籌委會）;以及

6.3.4 Where appropriate, parties who will be contacted by the Association 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，本會在處理投訴 / 查詢個案期間將會聯繫的各方，包括被投訴方和/或其他相關方。

6.4 Personal data held by the Association will not be disclosed to third parties unless the disclosure is for the purpose for which the data was to be used at the time of collection of the data or a directly related purpose, or with the express consent of the data subject given voluntarily unless the obtaining of such consent is exempted under the law.
除非收集的資料是收集時即時使用或相關的目的，或經資料當事人自願明確同意，否則本會持有的個人資料不會向第三方透露，除非法律規定無需獲得此類同意。

6.5 Unnecessary and excessive disclosure of personal data will not be made, e.g., in issuing documents in relation to complaint/enquiry case or disciplinary matters, unnecessary personal data will be removed and redacted.
本會不會作出不必要或過度的個人資料披露。舉例而言，在發出與投訴 / 查詢個案或紀律事宜有關的文件時，所有非必要的個人資料均會予以刪除或遮蓋處理。

7. Information Collected on the Association's Websites
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 the Association to collect statistics about the number of visits of users to the Association's websites and the users' preference of websites and online services offered on the Association'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.
Cookie 是在瀏覽器加載網站時儲存在電腦上的少量資料。它通常包含一個匿名的唯一識別符號。 Cookie 可用於識別電腦。本會使用 Cookie 來收集及統計有關使用者訪問本會網站的次數以及對本會網站服務的偏好資料。使用者可以選擇接受或拒絕 cookie。如果使用者拒絕 cookie，他們將無法使用網站的某些功能，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 the Association'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). The Association 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. The Association uses such data only for website enhancement and optimization purposes. The Association does not use, and have no intention of using the visitor data to personally identify anyone.
當使用者瀏覽本會的網站時，網絡伺服器會儲存相關記錄，包括用戶的網絡協議地址（及網域名稱）、網絡瀏覽器類別及設定、語言設定、地理位置、操作系統以及之前瀏覽的網頁和時間和曾到訪的頁面（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用於改善及優化網站服務。本會不會使用，也無意用使用者的數據來識別任何人的個人身份。

8. Protection Measures

The Association would take appropriate steps to protect the personal data it holds against loss, unauthorized access, use, modification or disclosure, e.g., training on personal data protection is provided to staff who need to handle personal data in their daily work.
本會會採取所有合理及切實可行的措施以妥善保管持有的個人資料，防止資料丟失，或在未獲授權的情況下被查閱、使用、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的工作人員提供相應的培訓。

9. Retention

Personal data will not 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.
本會持有的個人數據保存的時間不會超過使用該等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。

10. Data Access and Correction

數據查閱和更正

10.1 Data access requests should 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 responsible staff of the Association in person or by fax (28348935), by email (secretary@hkjudo.org) 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」向本會秘書處提出。填妥的表格可以傳真(2834- 8935)、電郵(secretary@hkjudo.org)、親自遞交或郵寄方式送到本會：

中國香港柔道總會	The Judo Association of Hong Kong, China
香港銅鑼灣	Room 1024, Olympic House,
掃桿埔 大球場徑 1 號	No. 1, Stadium Path,
奧運大樓 1024 室	Causeway Bay, HK.

Note:
[1] The data access request form is available on the Office of the Privacy Commissioner for Personal Data's website: https://www.pcpd.org.hk/english/publications/files/Dforme.pdf
資料查閱申請表由個人資料私隱專員公署網站提供

10.2 When handling a data access or correction request, the Association 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。

We may amend this Privacy Policy Statements at any time by posting the amended Privacy Policy Statement on the Sites (http://www.hkjudo.org/), or via e-mail (secretary@hkjudo.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.

本會或會隨時通過電郵（secretary@hkjudo.org）或在網站上(http://www.hkjudo.org/）發布已修訂的私隱政策。所有已修訂私隱政策將在發布後即時生效。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。

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.

如本條款及細則的中英文版本與上述私隱政策聲明有任何不一致之處（除非另有說明），概以英文版本為準。