



HONG KONG CHINA SKATING UNION LIMITED

中國香港滑冰聯盟有限公司

Member of International Skating Union, Asian Skating Union
and Sport Federation & Olympic Committee of Hong Kong, China
國際滑冰聯盟、亞洲滑冰聯盟及中國香港體育協會暨奧林匹克委員會會員

Personal Data Privacy Protection

1. Personal Information Collection Statement

The Hong Kong China Skating Union (the "HKSU") attaches great importance to the protection of your personal privacy. We undertake to comply with the requirements of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) to ensure that your personal data is properly handled, as set out below:

- 1.1 Personal data shall be collected by lawful and fair means, and such data shall only be used for lawful purposes directly related to the services and activities of HKSU;
- 1.2 The data collected shall be practically necessary, adequate, and not excessive for such purposes;
- 1.3 Unless prior consent has been obtained from the data subject, such personal data shall only be used, disclosed, or referred in circumstances consistent with the purpose for which the data was collected;
- 1.4 All reasonable and practicable steps shall be taken to ensure that the personal data collected or retained is accurate for the purpose for which it is used;
- 1.5 Personal data shall not be kept longer than is necessary for the fulfillment of the designated purpose for which the data is used;
- 1.6 All reasonable and practicable steps shall be taken to ensure that the personal data held is protected against unauthorized or accidental access, processing, erasure, or other use;
- 1.7 Data subjects have the right to request access to and correction of their personal data, provided that HKSU may, in certain circumstances, refuse such requests in accordance with the provisions and relevant exemption clauses of the Ordinance.

2. Kinds of Personal Data Collected

In its daily operations, HKSU may collect data of its committee members, members, athletes, staff, activity participants, and other relevant individuals, including but not limited to the following categories:

- 2.1 Identity authentication and identification data;
- 2.2 Personal details;
- 2.3 Information of contractors / consultants / commercial partners / working partners;
- 2.4 Employment-related personal records;



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- 2.5 Information or record details regarding payments and receipts;
- 2.6 Health status information (such as vaccination status, medical / doping test data, and emergency contact details); and/or
- 2.7 Images and videos (captured during activities or tournaments and used for HKSU's media / promotional purposes).

HKSU generally collects personal data directly from individuals. This may be conducted through forms, online platforms, or general interactions and communications.

Provision of personal data is voluntary, but if you fail to provide the requested data, your request or application may not be processed, and/or HKSU may consequently be unable to provide the required services or functions to you (as applicable).

3. Main Purposes of Collecting Personal Data

The purposes for which HKSU collects personal data are as follows:

- 3.1 Verifying the identity of individuals;
- 3.2 Making disclosures in accordance with applicable laws, rules, and regulations;
- 3.3 Ensuring that athletes and tournament officials are able to participate in local and international multi-sport games, including selecting potential athletes for the Hong Kong, China Delegation;
- 3.4 Organizing, planning, staging, and promoting various events, activities, and competitions;
- 3.5 Providing member services and promoting HKSU's merchandise, services, and facilities;
- 3.6 Following up on and handling complaints/enquiries;
- 3.7 Conducting surveys and statistical analysis;
- 3.8 Uses relating to staff recruitment and human resources management;
- 3.9 Office functions, security, and administrative management of activities; and
- 3.10 Other purposes reasonably required for HKSU to perform its duties.

If you are a minor, you must seek the consent of your parent or guardian before providing any personal data to HKSU.

4. Access and Sharing of Personal Data

- 4.1 HKSU may need to share personal data with third parties, such as:
 - 4.1.1. Professional advisors (e.g., lawyers, insurance companies, and auditors);
 - 4.1.2. Government authorities;
 - 4.1.3. Relevant sports organizations or event organizers (e.g., the International



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Olympic Committee, the Sports Federation & Olympic Committee of Hong Kong, China, and organizing committees of multi-sport games);

4.1.4. Where appropriate, various parties contacted during the handling of complaint/enquiry cases, including the respondent (the party being complained against) and/or other relevant parties.

4.2 In most cases, personal data collected by HKSU will be retained internally and handled by appropriate personnel on a "need-to-know" basis.

5. Data Retention

Unless HKSU is required by law to retain your personal data for a specified period, personal data will not be stored longer than is necessary to fulfill the purpose for which it was collected. Personal data that is no longer required will be anonymized, purged, or securely destroyed.

6. Data Collected Upon Browsing HKSU's Website and Using Cookies

- 6.1 HKSU records the number of visits to this website by internet users but does not collect any data that could identify the user. The general data collected is used solely for statistical reports and troubleshooting computer system problems to assist HKSU in improving its website services.
- 6.2 HKSU utilizes cookies on users' computers to record their website settings. These files do not collect or store data that could identify the user. Users may alter their browser settings to opt out of receiving cookies, or remove them subsequently. In such cases, the user's settings cannot be retained, and the user experience may be affected.
- 6.3 When a data subject browses HKSU's website, the data subject's Internet Protocol (IP) address, browser type, and previously viewed web pages will be automatically identified and recorded in the website's server log files. Server logs are used exclusively for compiling statistics regarding website usage and do not collect any data that could identify the user.
- 6.4 HKSU may, from time to time and for specific reasons, invite data subjects to voluntarily provide personal data. Such personal data may include name, email address, telephone number, fax number, and mailing address. When HKSU invites a data subject to provide data, the purpose and use of the collection will be stated, and an explanation will be provided on how the data subject may request access to or correction of the personal data provided.



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6.5 HKSU's official website may contain links to other URLs and webpages operated by third parties. HKSU has no control over the content of such linked websites or the manner in which the operators of those websites handle your personal data. You must review the privacy policies of such third-party websites to understand how they may use your personal data, and you shall assume all risks associated with browsing or using other websites.

7. Data Access and Correction

7.1 To submit a request for access to, correction of, or erasure of data to HKSU, please do so via email (enquiry@hksu.org), in person, or by post to HKSU at:

Hong Kong China Skating Union

Room 1023, 1/F, Olympic House, 1 Stadium Path, Causeway Bay, Hong Kong

7.2 When processing requests for data access or correction, HKSU will verify the identity of the requestor to ensure that they are legally entitled to make such a data access or correction request.

8. Enquiries

Any enquiries regarding the personal data privacy policy and practices may be directed to the Office of HKSU via the correspondence address, by email at enquiry@hksu.org, or by calling 2577 8010 during office hours.

In the event of any discrepancy between the Chinese and English versions, the English version shall prevail.

HKSU will review the Privacy Policy Statement regularly.