



Hong Kong Equestrian Federation 香港馬術總會

Office: HKJC Shatin Racecourse, 8/F Central Complex, Shatin, New Territories, Hong Kong

地址：香港沙田馬場綜合大樓八樓

Tel 電話：(852) 2966 5078 Fax 傳真：(852) 2966 5082 Website 網址：www.hkef.org Email 電郵：info@hkef.org

HKEF Privacy Policy Statement

1. Statement

The Hong Kong Equestrian Federation (HKEF), 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. The HKEF is equally committed to ensuring that all its officials, staff and agents uphold these obligations.

2. Types of Personal Data Collected by the HKEF

The HKEF, in the course of its operations, may collect the following types of personal data of Committee Members, members, athletes, staff, participants and other individuals:

- 2.1. Identification data (e.g. name and Hong Kong Identity Card / passport details);
- 2.2. Personal details (e.g. age, gender, date of birth, marital status, number of children, nationality, occupation, address, equestrian club, photo, contact number, e-mail address, academic and professional qualifications, and other employment information);
- 2.3. Horse details (e.g. horse name, horse number and bridle number)
- 2.4. Employment record (e.g. academic and professional qualifications, working experience, volunteer service, language skills, references, 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);
- 2.5. Payment details (e.g. preferred payment method and payment record)
- 2.6. Health information (e.g. vaccination status, data from medical / anti-doping tests and emergency contact details);
- 2.7. Vehicle information (e.g. car plate number for the use of parking facilities at venues of events / activities); and/or
- 2.8. Images and videos (taken during the competition for HKEF Media/Promotion purposes.)

Generally, the HKEF 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.



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The HKEF will not collect personal data from a minor without prior consent from a person with parental responsibility for the minor. Minors cannot legally grant consent to use their personal data; therefore, parents or guardians of children ages 16 and under must be asked for permission before HKEF can use the minor's personal data.

3. Main Purposes for the Collection of Personal Data

The purposes for which the HKEF collects personal data are:

- 3.1. To verify an individual's identity;
- 3.2. To ensure compliance with applicable laws, the rules and regulations of the HKEF and that of international sports governing bodies, such as the Fédération Equestre Internationale (FEI), Olympic Council of Asia (OCA), etc.;
- 3.3. To provide, maintain and develop services, including programmes, activities, and competitions;
- 3.4. To enable athletes and officials to participate in local and international multi-sports Games, including the selection of potential athletes into the Hong Kong, China Delegation;
- 3.5. To organize, conduct and promote the HKEF's events / activities;
- 3.6. To maintain relationships with the HKEF's members;
- 3.7. To handle complaints / enquiries as appropriate;
- 3.8. To carry out surveys and statistical analyses;
- 3.9. For purposes related to recruitment of staff, manpower management, and maintenance of employment relationship;
- 3.10. For security purposes; and
- 3.11. Where otherwise reasonably necessary for the HKEF to carry out its functions.

4. Access to and Sharing of Personal Data

- 4.1. The HKEF may be required to share personal data with third parties, such as:
 - 4.1.1. professional advisers (e.g. lawyers, insurers and auditors);
 - 4.1.2. government authorities;



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4.1.3. related sports organizations or show organizers (e.g. International Olympic Committee (IOC), Sports Federation of Olympic Committee, Hong Kong, China (SF&OC), Organizing Committee of multi-sports Games);

4.1.4. 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.

4.2. For the most part, personal data collected by the HKEF will remain within the HKEF and will be processed by appropriate individuals on a “need to know” basis.

5. 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 anonymised (and the anonymised information will be retained) or securely destroyed.

6. Third Party Links

The HKEF official website may contain links to other sites and pages which are operated by third parties. The HKEF has no control over the content of the linked websites or the way in which the operators of those websites deal with your Personal Data. You should review the privacy policy for those third party websites to understand the ways in which your Personal Data may be used by those third parties.

7. Data Access and Correction

7.1. Data access, correction or erasure requests should be made in writing to the HKEF Secretariat by fax (2966 5082), by email (info@hkef.org), or in person or by post to:
Hong Kong Equestrian Federation
8/F, Central Complex, Shatin Racecourse,
Shatin, Hong Kong

7.2. When handling a data access or correction request, the HKEF will check the identity of the requester to ensure that he is the person legally entitled to make the data access or correction request.



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8. Enquiries

Any enquiries regarding the HKEF's personal data privacy policy and practice may be addressed to the HKEF Secretariat by post to the above correspondence address, via email to info@hkef.org or by telephone to 2966 5078 during office hours.

In the event of any inconsistency between the English version and the Chinese version of this statement, the English version shall prevail.

The HKEF Privacy Policy Statement is kept under regular review. This statement was last updated on 26 January 2022.