

## 有關建立候選人平台注意事項

### 基本事項

1. 候選人平台須顯示選舉的名稱，例如「20XX年鄉郊一般選舉／鄉郊補選(20XX年XX月)」。
2. 候選人平台須顯示該候選人所屬的鄉郊地區及鄉事委員會名稱。
3. 候選人平台須顯示候選人的姓名。
4. 當確認候選人編號後，候選人平台須顯示該候選人編號。
5. 選舉廣告詳情（包括：選舉廣告的電子檔案、超連結、同意書、准許或授權書文件等）須依發布日期降序排列顯示。
6. 候選人平台須顯示的每一項選舉廣告的資料可參閱附件。
7. 經修正的選舉廣告詳情須顯示於原本的資料旁邊或下方。
8. 除非經民政事務總署署長、選管會或法庭（如適用）裁定有關選舉廣告載有屬非法或與候選人所發布的選舉廣告無關的內容／資料而指示候選人須移除外，否則候選人不應擅自移除任何已上載至候選人平台的選舉廣告。如民政事務總署署長、選管會或法庭指示須移除該選舉廣告，候選人須在平台上發布該事項及須移除該選舉廣告的原因。候選人仍須將其他與該選舉廣告有關的資料／文件保留在平台上供公眾查閱。
9. 檔案的格式及電腦指示須依照《鄉郊代表選舉活動指引》的附錄四上所列載的資料。
10. 敏感的個人資料不可上載至候選人平台，例如上載同意書至候選人平台前，須先遮蓋文件上載列的香港身分證號碼。
11. 在可行的情況下，候選人應在平台上提供電郵地址及／或電話號碼以處理公眾人士的查詢，與及在有需要時提供技術支援。

### 保安措施

1. 候選人平台須設有防火牆及／或入侵防護系統以防止被入侵。
2. 在上載檔案至候選人平台前，須用防毒軟件掃描檔案。
3. 請定期備份候選人平台的資料，避免資料遺失。
4. 請定期檢查連結至外掛網頁的超連結，以確保它們是最新的。
5. 更多有關網上資訊保安的資料及資源，請瀏覽[www.infosec.gov.hk](http://www.infosec.gov.hk)。

### 易於瀏覽

1. 候選人平台應可透過個人電腦普遍支援的瀏覽器及電腦系統瀏覽。
2. 任何載有圖像的電子檔案應有足夠的解像度，確保讀者可清楚看見及閱讀其中的內容。
3. 候選人平台應提供英文及中文版本，文字內容並應能易讀及易明。此外，候選人平台並應提供指示，協助瀏覽者瀏覽平台。
4. 候選人平台應盡量方便視障人士讀取。

## **Points to Note for Building Candidate's Platform**

### **General**

1. The name of the election should be shown on the candidate's platform, e.g. 20XX Rural Ordinary Election / Rural By-election ([Month] 20XX).
2. The name of the Rural Area and Rural Committee concerned should be shown on the candidate's platform.
3. The name of the candidate should be shown on the candidate's platform.
4. Once confirmed, the candidate number should be shown on the candidate's platform.
5. The EA particulars (including the electronic copy, hyperlink, consent, permission or authorization documents, etc. of the EA) should be displayed and arranged in descending order according to the date of publication.
6. The required information to be shown for each EA can be found in the **Annex**.
7. The corrected EA particulars should be placed next to or under the original version.
8. Candidates are not allowed to remove any EA particulars that have already been uploaded onto the candidate's platform, unless such removal is directed by the DHA, the EAC or the Court (as applicable) due to unlawful or non-EA related content/information. In the event that an EA has to be removed as directed by the DHA, the EAC or the Court, the candidate should post a note onto the platform to inform the public about the removal of the EA and the reason for such removal. Other information/ documents related to the removal EA should still be displayed at the platform for public inspection.
9. The file format and computer instruction should follow the details shown at Appendix 4 of the Guidelines on Election-related Activities in respect of the Rural Representative Election.
10. Sensitive personal data should not be posted onto the candidate's platform. For example, Hong Kong Identity Card Numbers shown on the consent form should be masked before the consent form is uploaded onto the candidate's platform.
11. Candidates should, where applicable, provide an e-mail address and/or a telephone number on the platform for public enquiries and technical assistance when necessary.

### **Security Measures**

1. The candidate's platform should be installed with firewall and/or an Intrusion Protection System to prevent intruder attacks.
2. All files should be properly scanned by anti-virus software before they are posted onto the candidate's platform.
3. To protect against data loss of the candidate's platform, backup exercises should be conducted on a regular basis.
4. The hyper-links to external websites should be checked regularly in order to ensure that they are up-to-date.
5. For more information and resources on online information security, please visit [www.infosec.gov.hk](http://www.infosec.gov.hk).

### **Accessibility**

1. The candidate's platform should be accessible by browsers and operating systems commonly used in personal computers.
2. For any electronic files containing images, they should have sufficient resolution to ensure that the content is both legible and readable.
3. The platform should be available in both English and Chinese and the text should be readable and understandable. Suitable instructions should also be provided for easy navigation of the platform.
4. The candidate's platform should be easily accessible to persons with visual impairment as far as possible.

## 候選人平台建議版面設計 **Proposed Layout Design of Candidate's Platform**

**選舉 Election:** 20XX年鄉郊一般選舉／鄉郊補選(20XX年XX月) 20XX Rural Ordinary Election / Rural By-election ([Month] 20XX)  
**鄉村／墟鎮 Village/ Market Town:** 屋頭 Uk Tau  
**鄉事委員會 Rural Committee:** 上水區 Sheung Shui District  
**候選人編號 Candidate No.:** 1  
**候選人姓名 Name of Candidate :** 陳大文 Chan Tai Man

### 選舉廣告詳情(依發布日期降序排列) Election Advertisement Particulars (in descending order according to 'Date of Publication')

項目 Item	修正日期 Date of Correction (dd-mm-yyyy)	選舉廣告類別 Election Advertisement Type	製作/ 印刷日期 Date of Production/ Printing (dd-mm-yyyy)	尺寸/ 面積 Size/ Dimension	製作數量/ 印刷的文本數目 Quantity Produced/ Number of Copies Printed	發布數量/發布 的文本數目 Quantity Published/ Number of Copies Published	發布日期 Date of Publication (dd-mm-yyyy)	發布的方式 Manner of Publication	製作人/印刷人的 姓名或名稱 Name of Producer/ Printer	製作人/ 印刷人的地址 Address of Producer/ Printer	選舉廣告 檔案/連結 Election Advertisement File/Link	准許/授權文件 Permission/ Authorisation Document	選舉廣告 檔案/連結 移除日期 Date of Removal of Election Advertisement File/Link (dd-mm-yyyy) [Reason 原因]
1	-	小冊子 Pamphlets	12-04-20XX	A4	100	100	14-04-20XX	街頭派發 Distributed on street	AA 印刷公司 AA Printing Company	地址 Address	File1.jpg	-	-
2	-	橫額 Banners	11-04-20XX	1 米 x 2.5 米 1m x 2.5m	20	20	13-04-20XX	懸掛於 路邊鐵欄 Hung on roadside railing	BB 製作公司 BB Producer	地址 Address	File2.jpg	Authorisation. jpg	-
註 Note	14-04-20XX	-	-	-	-	-	-	-	-	-	File2 (Revised).jpg	-	-
3	-	海報 Posters	10-04-20XX	10Mb	150	150	12-04-20XX	Facebook, Twitter, Instagram	CC 印刷公司 CC Printing Company	地址 Address	http://www. XXX.com.hk/ poster.jpg	Permission. jpg	-

註：只顯示曾被修正的資料。 Note: Only corrected particular(s) will be shown.

### 同意書 Consent

項目 Item	檔案 File	備註 Remark
1	Consent1.jpg	
2	Consent2.jpg	同意書已於 X-X-2022 撤銷 Consent revoked on X-X-2022