

有關建立候選人平台注意事項

基本事項

- 候選人平台須顯示選舉的名稱，例如「村代表補選」。
- 候選人平台須顯示該候選人所屬的鄉村及鄉事委員會。
- 候選人平台須顯示候選人的姓名。
- 當確認候選人編號後，候選人平台須顯示該候選人編號。
- 選舉廣告詳情（包括：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。
- 候選人平台須顯示的每一項選舉廣告的資料可參閱「**候選人平台建議版面設計**」。
- 經修正的選舉廣告檔案資料須顯示於原本的資料旁邊或下方。
- 除非經選舉主任、選舉管理委員會或法庭（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。如選舉主任、選舉管理委員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廣告的原因。候選人仍須將其他與該廣告有關的資料／文件保留在平台上供公眾查閱。
- 選舉廣告檔案的格式及電腦指示須依照村代表選舉活動指引的附錄三上所列載的資料。
- 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。
- 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

- 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。
- 在上載檔案至候選人平台前，須用防毒軟件掃描檔案。
- 請定期備份候選人平台的資料，避免資料遺失。
- 請定期檢查連結至外掛網頁的超連結是否正確，確保有關網頁最新。
- 更多有關網上資訊保安的資料及資源，請瀏覽 www.infosec.gov.hk。

易於瀏覽

- 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。
- 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。
- 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。

Points to Note for Building Candidate's Platform

General

- The name of the election should be shown on the candidate's platform, e.g. Village Representative By-election.
- The name of the Village and Rural Committee concerned should be shown on the candidate's platform.
- The name of the candidate should be shown on the candidate's platform.
- The candidate number should be shown on the candidate's platform once available.
- The election advertisement (EA) particulars (including electronic copy of the EA, hyperlink, consent, permission or authorization documents, etc.) should be displayed and arranged in descending order according to the date of publication.
- The required information to be shown for each EA can be found in **“Proposed Layout Design of Candidate's Platform”**.
- The corrected EA particulars should be posted alongside or beneath the original version.
- The candidate should not remove any EA particulars already uploaded onto the candidate's platform at will except in circumstances where such removal has been directed by the Director of Home Affairs (DHA), Electoral Affairs Commission (EAC) or the Court, as applicable, in respect of any content/information which is unlawful or not related to any EAs published by the candidate. In the event that an EA has to be removed as directed by the DHA, EAC or the Court, the candidate should post a note onto the platform to indicate any removed EA and the reason for such removal. Other documents/information related to the removed EA should still be displayed at the platform for public inspection.
- The file format and computer instruction should follow the details shown at Appendix C of the Guidelines on Election-related Activities in respect of the Village Representative Elections.
- Sensitive personal data should not be posted onto the candidate's platform. For example, any Hong Kong Identity Card Number shown on the consent form should be covered before uploading onto the candidate's platform.
- An e-mail contact and/or telephone number should preferably be provided on the Platform for handling public enquiry and providing technical assistance as required.

Security

- To guard against intruder attacks, the candidate's platform should be protected by firewall and/or Intrusion Protection System.
- All files posted in the candidate's platform should be properly scanned by anti-virus software before posting.
- To protect against data loss, please conduct regular backup.

- The hyper-links to external websites should also be checked regularly in order to ensure that they are up-to-date.
- For more information and resources on the information security on the web, please refer to www.infosec.gov.hk.

Accessibility

- The candidate's platform should be accessible by browsers and operating systems commonly used in personal computers.
- For any electronic files containing images, they should be of sufficient resolution to ensure that the content is both legible and readable to readers.
- The platform should be available in English and Chinese and the text content thereon should be readable and understandable. Furthermore, suitable instructions should be provided to assist readers to navigate through the platform.