

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

### **General**

1. The name of the election should be shown on the candidate's platform, (i.e. "2023 District Council Ordinary Election").
2. The name of the constituency should be shown on the candidate's platform.
3. The name(s) of the candidate(s) should be shown on the candidate's platform.
4. Once confirmed, the candidate number should be shown on the candidate's platform.
5. The election advertisement ("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 "Proposed Layout Design of Candidate's Platform".
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 Chief Electoral Officer ("CEO"), the Electoral Affairs Commission ("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 CEO, 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 removed 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 District Council Election".
10. Sensitive personal data should not be posted onto the candidate's platform. For example, identity document number(s) shown on the consent form should be masked before it is/they are uploaded onto the candidate's platform.

11. Candidates should, where applicable, provide an email address and/or a telephone number on the platform for public enquiries and offer 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 different needs as far as possible (e.g. people with visual impairment, hearing impairment, communication impairment and people of diverse race).