

索取選民資料通知書

鄉郊補選

在提交提名表格後，每名候選人可索取下列兩項選民資料：

- (1) 正式選民登記冊的摘錄的硬複本，載有有關鄉郊地區內選民的姓名、主要住址、通訊地址(如有的話)、電郵地址(如有關選民已向民政事務總署提供電郵地址作接收候選人的選舉郵件之用)；及／或
- (2) 正式選民登記冊的摘錄的軟複本，載有有關鄉郊地區內選民的姓名、主要住址、通訊地址(如有的話)、電郵地址(如有關選民已向民政事務總署提供電郵地址作接收候選人的選舉郵件之用)。

為免浪費資源，候選人應仔細考慮本身的宣傳計劃才索取上述物品。在確定擬索取的物品後，候選人或選舉代理人必須填妥「索取選民資料通知書」回條，並連同「使用選民資料承諾書」一併以電郵、圖文傳真或郵寄方式交回有關的選舉主任。

有關的選舉主任辦事處職員在收到填妥的回條及承諾書後的兩個工作天內會致電候選人或其選舉代理人，以確認收到有關文件。當擬索取的物品備妥及候選人被決定為獲有效提名後，選舉主任辦事處職員會致電通知候選人或其選舉代理人前往該選舉主任辦事處領取相關物品。

環保宣傳

為保護環境及減少消耗紙張和其他資源，我們鼓勵候選人盡量以下列方式向各選民發送選舉宣傳資料：

- 請利用聯合選舉郵件作推廣(如果你與另一名同鄉村／墟鎮候選人以聯合選舉郵件向選民寄出一份選舉郵件作推廣，可節省至少約一半的信件數量)；
- 請利用正式選民登記冊的摘錄內的資料，向已提供電郵地址的選民發送電子選舉郵件，取代郵寄印本；及
- 為尊重已提供電郵地址的選民響應環保的意願，以及要求不接收選舉郵件的選民的意願，候選人應慎重考慮是否有絕對必要向該些選民郵寄選舉郵件印本。

利用電郵向選民發送選舉郵件的須知事項

- ❖ 為避免載有選舉郵件的電郵因被誤偵測為濫發電郵而被電郵系統堵截，候選人可以在安排以電郵向選民集體發送選舉郵件前，先了解電郵服務供應商發送集體電郵的限制。如有需要，候選人可考慮先向電郵服務供應商申請提高其電郵帳戶每天可以發送的郵件數目。
- ❖ 我們鼓勵候選人在電子選舉郵件內提供讓選民停止接收宣傳電郵的方法或選項。在發送電郵後，若你收到選民表示不欲再接收宣傳電郵，請尊重他／她的意願，以免造成滋擾。

民政事務總署

2024年10月

Notice for Collection of Electors' Information
Rural By-election

After submission of the nomination form, each candidate may request the following two items of electors' information-

- (1) the hard copy of an extract of the Final Register which contains the names, principal residential addresses and correspondence addresses (if any) of the electors of the relevant Rural Area and their email addresses (if the electors concerned have provided such email addresses to the Home Affairs Department ("HAD") for the purpose of receiving election mails from candidates); and/or
- (2) the soft copy of an extract of the Final Register which contains the names, principal residential addresses and correspondence addresses (if any) of the electors of the relevant Rural Area and their email addresses (if the electors concerned have provided such email addresses to the HAD for the purpose of receiving election mails from candidates).

To avoid wastage of resources, candidates should carefully consider their publicity plan before requesting the above item(s). Upon confirmation of the item(s) to be requested, the candidate or the election agent is required to return the completed reply slip of "Notice for Collection of Electors' Information" together with the "Undertaking on the Use of Electors' Information" by email, facsimile transmission or by post to the relevant Returning Officer ("RO").

Upon receipt of the duly completed reply slip and undertaking, staff of the relevant RO's office will contact the candidate or his/her election agent by telephone within two working days to confirm receipt of the relevant documents. When the item(s) to be requested is/are available and the candidate has been decided as validly nominated, staff of the RO's office will inform the candidate or his/her election agent by telephone to collect the item(s) at the RO's office.

Environmentally-friendly Promotion

To protect the environment and reduce the consumption of paper and other resources, we encourage candidates to send the election promotional materials to electors in the following ways as far as possible:

- Please use joint election mails for promotion (at least about half of the number of letters can be saved if you and another candidate of the same village/market town jointly send out one election mail to electors for promotion);
- Please use the information in the extract of the Final Register to send electronic election mail to electors who have provided their email addresses in lieu of hard copy; and
- To respect the wish of the electors who have provided their email addresses to support environmental protection and the wish of the electors who have requested not to receive election mail, candidates should consider carefully if it is absolutely necessary to send hard copy of election mail to these electors.

Points to note when using email to send election mail to electors

- ❖ To prevent the email containing the election mail from being mis-detected as spam email and blocked by the email system, candidates are advised to understand sending limit for mass email adopted by the relevant email service providers before arranging the sending of election mail to their electors through email in bulk. If necessary, candidates may consider first applying to the email service providers for raising the daily sending limit of their email accounts.
- ❖ We encourage candidates to provide in the electronic election mail a means or option for electors to stop receiving further promotional email. After sending out your email, if you receive an elector's indication that he/she does not wish to receive further promotional email, please respect his/her wish to avoid causing nuisance.

Home Affairs Department
October 2024

回條

致：選舉主任

索取選民資料通知書
鄉郊補選

本人擬索取載有 _____ (鄉事委員會) _____

(*鄉村/墟鎮) *原居民代表/居民代表/街坊代表選舉的：

- 正式選民登記冊的摘錄的硬複本，載有有關鄉郊地區內選民的姓名、主要住址、通訊地址(如有的話)、電郵地址(如有關選民已向民政事務總署提供電郵地址作接收候選人的選舉郵件之用)；及/或
- 正式選民登記冊的摘錄的軟複本，載有有關鄉郊地區內選民的姓名、主要住址、通訊地址(如有的話)、電郵地址(如有關選民已向民政事務總署提供電郵地址作接收候選人的選舉郵件之用)。

如以上物品已備妥，請致電本人前往領取。

*候選人/選舉代理人簽署： _____

候選人姓名(正楷)： _____

選舉代理人姓名(正楷)(如適用)： _____

*候選人/選舉代理人聯絡電話： _____

電郵地址#： _____

日期： _____

* 請刪去不適用者。

請於合適的方格內加上✓號。

#選舉主任會以電郵另行發送密碼給你。

參考編號：

收到日期及時間：

202_年__月__日

__時__分

供選舉主任辦事處填寫

選民的資料已於__年__月__日備妥，並已於__年__月__日通知 * 候選人/選舉代理人前來領取。

職員姓名(正楷)： _____ 職員簽署： _____

職位： _____ 日期： _____

個人資料收集聲明

請注意下列有關在此索取選民資料通知書(“通知書”)提供的個人資料的說明：

(a) **資料用途**

在本通知書所提供的個人資料及其他有關的資料，會供選舉管理委員會、民政事務總署、有關鄉郊地區的選舉主任及有關的政府部門和機構用於與選舉有關的用途。

(b) **資料轉介**

在本通知書所提供的個人資料及其他有關的資料，可能會提供予其他獲授權的部門、機構或人士，包括但不限於法院，用於與選舉有關的用途。

(c) **索閱個人資料**

任何人有權根據《個人資料(私隱)條例》(第 486 章)的條文要求索閱及改正他／她在本通知書所提供的個人資料。

(d) **查詢**

關於透過本通知書收集的個人資料的查詢(包括索閱及改正個人資料)，應向民政事務總署署長提出(地址：香港灣仔軒尼詩道 130 號修頓中心 30 樓)。

民政事務總署
2024 年 10 月

Reply Slip

**Please SUBMIT WITH
“Undertaking on the Use
of Electors’ Information”**

To: Returning Officer

Notice for Collection of Electors’ Information
Rural By-election

I would like to obtain:-

- a hard copy of an extract of the Final Register which contains the names, principal residential addresses and correspondence addresses (if any) of the electors of the relevant Rural Area and their email addresses (if the electors concerned have provided such email addresses to the HAD for the purpose of receiving election mails from candidates); and/or

- a soft copy of an extract of the Final Register which contains the names, principal residential addresses and correspondence addresses (if any) of the electors of the relevant Rural Area and their email addresses (if the electors concerned have provided such email addresses to the HAD for the purpose of receiving election mails from candidates)

of the _____ (*Village / Market Town) of the
_____ (Rural Committee) for the *Indigenous
Inhabitant Representative / Resident Representative / Kaifong Representative election.

Please notify me by telephone when the above item(s) is/are available for collection.

Signature of *Candidate / Election Agent : _____

Name of Candidate (BLOCK LETTERS) : _____

Name of Election Agent (BLOCK LETTERS)(If applicable) : _____

Contact Telephone Number of *Candidate / Election Agent : _____

Email Address# : _____

Date : _____

* Please delete whichever is inapplicable. Please tick in the appropriate box(es). # The Returning Officer will separately send the password to you by email.

Reference No.:

Date of Receipt &
Time:

_____/_____/202_____
at _____

For the Returning Officer Office’s use only

The electors’ information is available for collection on _____ (Date).

The *Candidate / Election Agent has been informed on _____ (Date).

Name of Officer

(BLOCK LETTERS): _____ Signature of Officer: _____

Post: _____ Date: _____

Personal Information Collection Statement

Please note the following with regard to the personal data supplied in connection with the Notice for Collection of Electors' Information ("Notice") -

(a) **Purpose of Collection**

The personal data and other related information supplied in connection with this Notice will be used by the Electoral Affairs Commission, the Home Affairs Department, the Returning Officer for the relevant rural area, and other related government departments and organizations for election-related purposes.

(b) **Transfer of Information**

The personal data and other related information supplied in connection with this Notice may be provided to other authorized departments, organizations or persons, including but not limited to the law courts for election-related purposes.

(c) **Access to Personal Data**

A person has the right to request access to and correction of the personal data he/she supplied in this Notice in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **Enquiry**

Enquiries concerning the personal data collected by means of this Notice (including requests for access to and corrections of personal data) should be addressed to the Director of Home Affairs (Address: 30th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

Home Affairs Department

October 2024