



## Legislative Council Redress System Complaint Form

Hotline : 3919 3919 Fax No. : 2521 7518
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**Please complete the following items:**

Name of complainant (Mr/Mrs/Ms/Miss\*): \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Daytime contact telephone no.: \_\_\_\_\_

Government department(s)/public organization(s) under complaint: \_\_\_\_\_

Government department(s)/public organization(s) with which you have lodged this complaint:

Details of the complaint (Use the sheet overleaf or additional sheets of paper, if necessary, and attach copies of relevant documents and correspondence exchanged with the Government department(s)/public organization(s), if any):

State your request(s) for the Government department(s)/public organization(s): \_\_\_\_\_

### **The handling of personal data**

While the provision of your personal data is voluntary, the Public Complaints Office of the Legislative Council Secretariat may not be able to handle the complaint if you refuse to provide your personal data.

The information of your complaint may be used for compilation of statistics on the number and nature of complaints received by the Public Complaints Office or summarized in a case summary to illustrate the significant cases handled by the Public Complaints Office. Your personal data will not be revealed in the outcome of the statistics or contents of the case summary.

You have a right to request access to and correction of personal data in accordance with the Personal Data (Privacy) Ordinance (Cap.486). A request for personal data access or correction should be made in writing, with relevant information to identify the case, to Administrative Assistant I (Complaints and Resources Management)<sup>2</sup> at the following address:

Public Complaints Office of the Legislative Council Secretariat  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong

The Legislative Council Secretariat may charge a fee for supplying copy/copies of such personal data to you.

\* *Please delete where appropriate*

I/we\* understand that my/our\* personal data will be collected by the Public Complaints Office of the Legislative Council Secretariat for the purpose of handling the complaint.

I/we\* consent/object\* to

(a) the release of my/our\* personal data and other relevant information to the Administration and other relevant organizations by the Public Complaints Office;  
and

(b) the release of my/our\* personal data and other relevant information by the Administration and other relevant organizations to the Public Complaints Office

for the purpose of handling the complaint.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

This complaint form can also be downloaded from the Legislative Council website ([www.legco.gov.hk](http://www.legco.gov.hk)).

\* *Please delete where appropriate*

January 2015