

To: Chief Electoral Officer  
(Fax No.: 2504 1908)

**Undertaking on the Use of Voters' Information**  
**2016 Election Committee Subsector Ordinary Elections**

I hereby undertake:

- (1) to use the information in the "Candidate Mailing Label System" DVD and the mailing labels of eligible voters and authorised representatives solely for the purpose related to the electioneering activities for the 2016 Election Committee Subsector Ordinary Elections;
- (2) when sending out election advertisements to voters and authorised representatives through mass e-mails, to address each voter and authorised representative by an individual e-mail, to enter the e-mail addresses of voters and authorised representatives into the "bcc" column or use other proven means to send out the e-mails in such a way that each recipient will not be able to view the e-mail addresses of other voters and authorised representatives;
- (3) to make every endeavour to prevent any disclosure of voters' and authorised representatives' personal data including e-mail addresses to unauthorised persons and, in the event of inadvertent disclosure of voters' and authorised representatives' personal data, to prevent any misuse of the relevant information by third parties, including but not limited to informing the third parties that they are in possession of voters' and authorised representatives' personal data obtained for the purpose of compiling a register of voters and requiring them to delete the relevant information immediately; and
- (4) to dispose of all collected item(s) and voters' and authorised representatives' personal data properly or return them to the Registration and Electoral Office for disposal **within 2 weeks** after the 2016 Election Committee Subsector Ordinary Elections.

I understand that:

- (1) it is an offence for any person to reproduce or permit another person to reproduce in any form, use or permit another person to use, or impart to any other person, the voters' and authorised representatives' information in the above DVD and/or mailing labels for any purposes other than the purpose related to the electioneering activities for the 2016 Election Committee Subsector Ordinary Elections. Any person who commits the said offence is liable to a fine up to HK\$5,000 and imprisonment for 6 months<sup>#</sup>; and
- (2) the Electoral Affairs Commission and the Government of the Hong Kong Special Administrative Region (including the Registration and Electoral Office) shall not be responsible for any disclosure, intentional or inadvertent, of voters' and authorised representatives' personal data to unauthorised persons, or for any use of voters' and authorised representatives' personal data for non-electioneering activities by the candidate(s). The candidate(s) shall be responsible for any disclosure of voters' and authorised representatives' personal data to unauthorised persons or any use of voters' and authorised representatives' personal data for non-electioneering activities, and shall indemnify and keep indemnified the Electoral Affairs Commission and the Government against all liabilities, costs, expenses, actions, proceedings, claims, demands, losses and damages arising out of or in connection with such disclosure or use.

Signature of Candidate / Election Agent\* : \_\_\_\_\_

Name of Candidate / Election Agent\* (BLOCK LETTERS) : \_\_\_\_\_

Name of Candidate (BLOCK LETTERS) : \_\_\_\_\_

Name of Subsector/Sub-subsector : \_\_\_\_\_

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

\* Please delete as appropriate

<sup>#</sup> See section 35 of Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap 541I) and sections 41(3) and 42(3) of the Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation (Cap 541B).

To: Chief Electoral Officer

**Acknowledgement of Receipt**

I acknowledge receipt of the following item(s) from the Registration and Electoral Office:

1. \* “Candidate Mailing Label System” DVD and its user guide;
2. \* A set of mailing labels labels of eligible voters and authorised representatives’ (excluding voters and authorised representatives’ who have provided their e-mail addresses (except those in the custody of the Correctional Services Department), and those who have requested no election mail).

I have inspected the seal(s) on the item(s) and found it/them intact. I have also read and understood the “Supplementary Note on Undertaking on the Use of Voters’ Information”.

Signature of Candidate / Election Agent\* : \_\_\_\_\_

Name of Candidate / Election Agent\* (BLOCK LETTERS) : \_\_\_\_\_

Name of Subsector/Sub-subsector : \_\_\_\_\_

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

\* Please delete as appropriate.