

# **Minor Employment Claims Adjudication Board**

## **Guidance Notes**

- A claimant having gone through conciliation by the Labour Relations Division (LRD) of the Labour Department without a settlement may file his claim with the Minor Employment Claims Adjudication Board (the Board). **Direct request for adjudication without first going through conciliation by the LRD will not be accepted by the Board.**
- The Board adjudicates minor employment claims each involving not more than 10 claimants for a sum of money not exceeding \$15,000 per claimant. Any employment claims above the jurisdictional limit of the Board will be adjudicated by the Labour Tribunal of the Judiciary.
- For enquiry, please contact the Board at **2927 8000**.

## **Notice for Personal Information Collection Statement**

### **Purposes of Collection**

1. The personal data provided by means of Claim Form, Form 1 (Title to Claim: General Form) and Form 2 (Form of Claim) and other related forms will be used by the Minor Employment Claims Adjudication Board for the following purposes:

- (a) activities relating to the adjudication of minor employment claims;
- (b) activities relating to the review and appeal of the Board's decisions;
- (c) activities relating to the enforcement of awards should the losing party fail to comply with the awards; and
- (d) to facilitate communication between the Board and yourself.

The provision of personal data by means of these forms is voluntary. If you do not provide sufficient information, the Board may not be able to commence the proceedings of your claim.

### **Classes of Transferees**

2. The personal data you provided by means of the above-mentioned forms may be disclosed or transferred to the other party of the claim, the Judiciary and other Government departments for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by the forms.

### **Enquiries**

4. Enquiries concerning the personal data collected by means of the above forms, including the making of access and corrections, should be addressed to :

Minor Employment Claims Adjudication Board,  
Room 1012, 10/F Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon (Tel. No. : 2927 8000)