



Department of Justice  
The Government of the Hong Kong  
Special Administrative Region



MEDIATE FIRST  
調解為先

## “MEDIATE FIRST” PLEDGE

Individuals signing the “Mediate First” Pledge agree to first explore the use of mediation to resolve disputes arising in the course of their dealings or operations, as the case may be, before pursuing other dispute resolution processes or court litigation.

### THE PLEDGE

I recognise that for many different types of disputes, mediation can offer a less expensive and more effective method of resolution than court litigation. With this in mind, I subscribe to the following statement of principle:

Should a dispute arise in the course of my dealings or operations, as the case may be, with other parties, I am prepared to first explore the use of mediation to resolve the dispute, before pursuing other dispute resolution processes or court litigation.

I further agree that my name may be placed on a public list of “Mediate First” Pledges supporting the use of mediation to resolve disputes.

Name of Signee : Mr / Ms / Mrs / Dr / Prof

Occupation :

E-mail address :  Telephone :

Correspondence address :

Date :

Please complete and return this form to the Alternative Dispute Resolution Team of the Department of Justice by email at [mediation@doj.gov.hk](mailto:mediation@doj.gov.hk) or by fax no. **3918 4523**.

## Importance Notice:

- (a) The Department of Justice ("Department") of the Government of the Hong Kong Special Administrative Region collects information for purpose of inclusion in the List of "Mediate First" Pledgees; facilitating communications in relation to your "Mediate First" Pledge ("Pledge") and any other mediation-related events; compilation of relevant statistics; and any other purposes directly related to the aforesaid.
- (b) We will use the personal data provided by you for direct marketing purposes. If you wish to be excluded from the direct marketing list, please tick the box below:-  
  
☐ I object to the use of my personal data for direct marketing.
- (c) Please note that it is mandatory for you to provide the personal data required on this form. If you do not provide sufficient information, the Department may not be able to process your registration for the Pledge.
- (d) The personal data provided by you may be disclosed to an outside independent contractor engaged by the Department for inclusion in the list of "Mediate First" Pledgees published in the Department's website.
- (e) You have the right to request access to and correction of personal data as provided for in Sections 18 and 22 of and Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of data access includes the right to obtain a copy of your personal data provided under this form and/or any attachment hereto, subject to payment of a fee.
- (f) Enquiries concerning the personal data collected by means of this form, including the request for data access and/or correction may be made to the Alternative Dispute Resolution Team, Civil Division of the Department at **mediation@doj.gov.hk**.
- (g) The Department is committed to ensuring that all personal data submitted through this website are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance, Cap. 486. To this end, the Department undertakes to:-
  - i. Collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the Pledge, including its relevant events;
  - ii. Permanently delete personal data within 3 months after which it is no longer necessary for the purposes for which they are to be used;
  - iii. Use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
  - iv. Take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use.