

# Castle Peak Bay Immigration Centre

## Information leaflet for Detainees

The leaflet is published for your guidance and is intended to give you a general idea about the Centre. However, it is by no means exhaustive and should you require further information, do not hesitate to consult any on-duty staff.

1. **CENTRE** – the name and address of the Centre you are now in is :  
Castle Peak Bay Immigration Centre, No.84 Castle Peak Road, Tuen Mun, N.T.
2. **PERSONAL PROBLEMS**  
The Welfare Officer of the Centre will interview you and where possible will assist you with your personal problems. If you have any problems, you should request to see the Welfare Officer.
3. **NOTIFICATON TO CONSULATE**  
You may request that your consulate be informed of your detention.
4. **CLOTHING AND PERSONAL NECESSITIES**  
You are permitted to wear private clothes during your detention. For the purpose of personal hygiene and keeping warm, you will upon your request be issued with clothing items. Notwithstanding the above, you will also be issued with an information leaflet and a set of personal necessities e.g. towel, toothbrush, toothpaste and etc. These are provided free of charge and will be changed or replenished at regular intervals.
5. **DIET**  
Your diet scale will be assigned by the management upon reception according to the feeding habits of your ethnic groups. Those with strong reason may request for changing their diets and the new diet will be provided from the next evening upon approval. If you change your diet, you will not be allowed to revert to the original diet except under very special condition.
6. **IDENTITY TAG**  
You will be issued with an identity tag which will carry information relating to yourself including your photograph. You must carry the identity tag all the time and take good care of it. You should report immediately to the on-duty staff for any loss or damage of the identity tag.
7. **NEWSPAPER AND PRIVATE ITEMS**  
You may, subject to the approval of the Superintendent, procure newspaper at your own expense. You may also obtain an electric shaver and batteries, ablution items, letter papers and envelopes, exercise books, sweets of the approved models & brands, etc. from your relatives and close friends.
8. **TELEPHONE FACILITIES**  
You may be allowed to make a telephone call for five minutes once a week when timely communication is imperative. Calls will be supervised and monitored by the on-duty staff.
9. **WRITTEN COMMUNICATIONS**  
You are allowed to write and receive letters from your relatives and friends. Writing paper and materials will be provided upon request.
10. **VISITS**  
You may receive a daily visit from your relatives and declared friends. Not more than two visitors will be allowed at any visit which will last for fifteen minutes. Visits will be allowed daily within the hours laid down by the Superintendent. Special visits will only be permitted with the approval of the Superintendent. Your visitors may bring books and periodicals for you to read. You are permitted to receive and to retain a maximum of 6 books at any one time. All books will be scrutinized prior to issue.
11. **RECREATIONAL ACTIVITIES**  
You will be allowed to attend recreational activities arranged by the on-duty staff.
12. **EMERGENCY ALARM**  
On hearing the alarm, you should stop whatever you are doing and follow the instructions of the on-duty staff.
13. **CLEANLINESS**  
You are required to keep your dayroom, dormitory and its vicinity in a clean and tidy condition.
14. **PERSONAL HYGIENE AND APPEARANCE**  
You must keep yourself clean and tidy. The time for bath and laundry will be scheduled by the Superintendent.

15. **MEDICAL TREATMENT**

If you suffer from any sickness or injury you should immediately report to the on-duty staff and you will be attended to by medical staff.

16. **RELIGIOUS SERVICES**

Religious services are held regularly and you may attend by making application to the officer in charge of your dormitory or dayroom. Items of a religious nature may be retained by you subject to the approval of the Superintendent.

17. **REQUESTS FOR INTERVIEWS**

If you have any requests or complaints to make, you may ask to see the Superintendent. Such requests can be made through the on-duty staff.

18. **VISITS BY VISITING JUSTICES**

Visiting Justices visit this Centre at regular intervals. You are free to lodge any grievance, complaint or request to them during their visits or, if you so wish, apply to the Superintendent beforehand, so that necessary arrangement may be made for you to see them.

19. **DISCIPLINE**

You will commit an offence against discipline if you :

- (a) disobey a lawful order of an officer;
- (b) commit any assault;
- (c) wilfully disfigure or damage any part of the Centre or any property which is not your own;
- (d) commit any nuisance; or
- (e) contravene or aid or abet the contravention of any rules stipulated under Immigration (Treatment of Detainees) Order (Cap. 115E).

20. **PUNISHMENT**

If you commit any offence against discipline, it will be placed on report. A copy of the Notice of Report in respect of the charge(s) against you and the Explanation of Procedure at Disciplinary Hearings will be given to you prior to adjudication so that you can prepare your defence. The case will be heard by the Superintendent. If you are found guilty of the offence, the Superintendent may award separate confinement not exceeding 7 days.

21. **CHANNELS OF COMPLAINTS**

If you have any complaints, you can approach the Superintendent or any on-duty staff in the Centre. Also, if you so wish, you may direct your complaint to this Department, the Office of the Ombudsman, the Office of Legislative Council, Equal Opportunities Commission or other government bureau/departments.

22. **LIBRARY SERVICES**

You may borrow books and other reading materials from the library of the Centre subject to such conditions as the Superintendent may determine.

23. **SMOKING**

Smoking is not encouraged and is restricted to designated places and at specific times as approved by the Superintendent. You may receive cigarettes from your visitors in accordance with any orders as may be specified from time to time.

24. **ANTI-BRIBERY**

You should not offer any advantage to any officer of the Immigration Department, whether directly or indirectly through a third party. The offering of advantage may result in an offence under the Prevention of Bribery Ordinance (Cap. 201).

25. **COLLECTION OF PERSONAL DATA**

In accordance with Immigration (Treatment of Detainees) Order, Cap. 115E, Laws of Hong Kong, collection and holding of your personal particulars are required for the general management in this Centre. The collection and use of your personal data will be in accordance with the data protection principles under the Personal Data (Privacy) Ordinance. You may request access to or correction of your personal data held by Immigration Department. A charge reflecting the cost of reproducing the records requested may be levied. Applicants will be informed in advance of the charge and will be free to pursue or withdraw the request.

26. **SEARCHING**

Immediately upon your arrival, you will be searched to ensure that no unauthorized articles are introduced into this Centre. During your subsequent stay in this Centre, you will also be searched on other occasions such as when you are leaving or entering certain locations.

Staff  
Signature :

\_\_\_\_\_

(Name and Post)

Detainee  
Signature :

\_\_\_\_\_

(Detainee no. : \_\_\_\_\_ )