

Personal Data Correction Request Form

*(In accordance with section 22(1) of the Personal Data (Privacy) Ordinance (Cap. 486), where a data subject **has been provided with a copy of his personal data after making a data access request** and he considers that the data is inaccurate, he may make a request that the data user make the necessary correction to the data).*

I. Requestor's personal particulars

Name in English		Hong Kong Identity Card Number *#	
Name in Chinese (if any)			
Correspondence Address			
Day-time Telephone Number			

If the requestor is not the data subject himself, he is not required to fill in this personal particular.

II. Personal particulars of the data subject (if the requestor is not the data subject)

Name in English	
Name in Chinese (if any)	
Hong Kong Identity Card Number *	

* *The Hong Kong Identity Card Number needs not be provided in this Form if you have reasonable grounds to believe that this will not be necessary for the unique identification of the data subject in the circumstances. However, Department may, under some circumstances, require you to supply such information as necessary to prove the identity of the data subject as permitted under the provisions of the Personal Data (Privacy) Ordinance.*

III. Personal data to which the request relates (attach additional sheets if necessary)

Details of Request:

Signature: _____

Date: _____

Notes: