



# **Municipal Services Appeals Board**

## **Collection of Personal Data**

### **Statement of Purpose**

#### **Purpose of Collection**

1. The personal data in this appeal form and other documents provided by you will be used by the Municipal Services Appeals Board for purposes directly relating to your appeal. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, the Municipal Services Appeals Board may not be able to process your appeal.

#### **Classes of Transferees**

2. The personal data provided by you may be disclosed to the other parties to the appeal and parties and government departments/organisations relevant to the appeal for the purposes stated 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 in this notice of appeal and other documents provided by you for the purposes of your appeal.

#### **Enquiries**

4. Enquiries concerning the personal data collected from you, including the making of access and corrections, should be addressed to:

Senior Executive Officer (Personnel & Finance)  
Departmental Administration Unit  
Chief Secretary for Administration's Office  
25/F, Central Government Offices  
2 Tim Mei Avenue,  
Tamar, Hong Kong  
Tel: 2810 2388