

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 are inaccurate, he may make a request that the data user make the necessary correction to the data. If a person is a relevant person in relation to a data subject only because the person has been authorised in writing by the data subject to make a data access request on behalf of him, the person is not entitled to make a data correction request according to Section 22(1A) of the Ordinance.)*

I. Requestor's Personal Particulars

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

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

II. Personal Particulars of the Data Subject (if different from that of the requestor)

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

* *The Hong Kong Identity Card Number need 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, the Offices of the Chief Secretary for Administration and the Financial Secretary 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 Personal Data (Privacy) Ordinance.*

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

Details of Request :

Signature : _____ Date : _____

Notes :

1. The information provided will be used for processing data correction requests. The provision of personal data is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.
2. Please direct your request by mail/fax (2537 1779)/e-mail (admwing@cso.gov.hk) or in person to the Data Protection Officer of the Offices of the Chief Secretary for Administration and the Financial Secretary at Departmental Administration Unit, 25/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
3. If the request is made by an individual other than the data subject, an authorisation letter signed by the data subject and information that can provide proof of the identity of the data subject and further proof of the requestor's status as a relevant person should be enclosed.
4. You may be asked to provide additional information to help us process your request.
5. Please contact the Access Clerk on 2810 2278 for further information, if required.
6. For access to/correction of personal data provided in this Form, please contact the Data Protection Officer of the Offices of the Chief Secretary for Administration and the Financial Secretary by the way as specified in point 2 above.

(Revised 2015)