

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).

I. Personal Particulars of the Data Subject

Name in English : _____
(full name in block letters, surname first)

Name in Chinese : _____
(if any)

Hong Kong Identity Card Number* : _____

Correspondence address : _____

Day time contact phone number : _____

Email address (if any) : _____

* *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, 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 Personal Data (Privacy) Ordinance.*

II. Personal Particulars and Capacity of the Requestor#

Name in English : _____
(full name in block letters, surname first)

Name in Chinese : _____
(if any)

Correspondence address : _____

Day-time contact phone number : _____

Email address (if any) : _____

This correction request is made in my capacity as a "relevant person" on behalf of the Data Subject as follows:

- the Data Subject is a minor and I have parental responsibility over the Data Subject;
- the Data Subject is incapable of managing his/her own affairs and I have been appointed by a court to manage those affairs or
- I am authorized in writing by the Data Subject to make this data correction on his/her behalf.

(please give a tick in the appropriate box.)

This Department may require reasonably sufficient personal information from you to satisfy itself as to your identity before it can comply with the data correction request.

III. Personal data to be corrected (attach additional sheets if necessary)

Details of Request (Documentary proof should be provided for the correction of data.):

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, by fax (fax number:2882 9042) or in person to the Personal Data Protection Officer of Electrical and Mechanical Services Department at 7/F, 3 Kai Shing Street, Kowloon, Hong Kong.
3. If the request is made by an individual other than the data subject, an authorization 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.

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