

## 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. 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, OFCA 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, by fax (2187 3104) or in person to the Personal Data Officer of OFCA at 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, 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 identify 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 Personal Data Officer of OFCA at 2961 6659 for further information, if required.
6. For access to/correction of personal data provided in this Form, please contact the Personal Data Officer of OFCA at the address stated in para. 2 above.