

## 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.)

Application for correction of personal data of a pensioner cannot be processed via this application form. If necessary, please contact the Pensions Enquiry Office ([https://www.try.gov.hk/internet/ehpens\\_useful.html](https://www.try.gov.hk/internet/ehpens_useful.html)) for details.

### I. Requestor's Personal Particulars

Name in English		Hong Kong Identity Card Number <sup>1,2</sup>	
Name in Chinese (if any)			
Correspondence Address			
Day-time Telephone Number			
Rank <sup>1,3</sup>		Post <sup>1,3</sup>	
Division <sup>1,3</sup>			

### 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 <sup>2</sup>	
Attachments	
<input type="checkbox"/> Authorisation letter signed by the data subject	
<input type="checkbox"/> Proof of the identity of the data subject	
<input type="checkbox"/> Proof of the requestor's status as a relevant person	
<input type="checkbox"/> Other supporting documents	

- 1 If the requestor is not the data subject himself, he is not required to fill in these personal particulars.
- 2 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.
- 3 If the requestor is not a government employee requesting correction of employment related personal data, he is not required to fill in these personal particulars.

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

Details of Request:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**

- i. 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.
- ii. Apart from online submission of a request, you may also direct your request by mail, by fax (fax number: 2598 9273), by email (email address: info@try.gov.hk) or in person to the Personal Data Controlling Officer of the Treasury at 21/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong.
- iii. 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.
- iv. You may be asked to provide additional information to help us process your request.
- v. Please contact the Access Clerk on telephone number 3847 8856 for further information, if required.
- vi. For access to/correction of personal data provided in this Form, please contact the Personal Data Controlling Officer of the Treasury at 21/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong.