

Personal Data (Privacy) Ordinance 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 / her personal data after making a data access request and he / she considers that the data are inaccurate, he / she may make a request that the data user make necessary correction to the data.

I. Requestor's Personal Particulars

| | | | |
|------------------------|--|-----------------------------|--|
| Name in English | | Name in Chinese (if any) | |
| Identity | Hong Kong Identity Card Number _____ or Workers Registration Number _____ | | |
| Correspondence Address | | | |
| Contact Number | | | |

II. Personal data to which the request relates (attach supporting documents)

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 (No. 2100 9090) or in person to Construction Industry Council, address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.
3. If the request is made by an individual other than the data subject, any 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 where appropriate.
5. Please contact Construction Industry Council on 2100 9000 for further information, if required.
6. For access to/correction of personal data provided in this Form, please contact Construction Industry Council at the address stated in para. 2 above.