

PERSONAL DATA (PRIVACY) ORDINANCE DATA ACCESS REQUEST FORM¹

This Form is prescribed by the Privacy Commissioner for Personal Data. It should be submitted to the party holding personal data.

(Read this Form and the accompanying Notes carefully before completing the Form.)

To : _____² (for the attention of _____³)

1. The Data Subject

This is a data access request under section 18(1) of the Personal Data (Privacy) Ordinance ("the Ordinance") concerning the personal data of the following individual (hereinafter referred to as "the data subject"):

Name in English: (surname) _____ (other name) _____

Name in Chinese (if any): (surname) _____ (other name) _____

Hong Kong Identity Card Number⁴: _____

Personal identifier (e.g. student no., staff no., medical no.) previously assigned by your organization⁵ (if any): _____

2. The Requested Data

Save as excluded under paragraph 3, this data access request covers the personal data of the data subject as defined below (hereinafter referred to as "the Requested Data"):

Type or other description of the Requested Data (e.g. medical records, personnel records, records relating to a particular incident, etc.): _____

Date around which or period within which the Requested Data were collected (if known)⁶: _____

Branch or staff member by whom the Requested Data were collected (if known): _____

3. Exclusions

For the avoidance of doubt, the Requested Data access to which is sought **do not include** any personal data⁷:

contained in documents previously provided to your organization by the data subject (e.g. letters to your organization from the data subject)

contained in documents already provided to the data subject by your organization (e.g. letters to the data subject from your organization or documents provided pursuant to a previous request)

in the public domain (e.g. newspaper clippings or entries in public registers concerning the data subject)

(other excluded personal data) : _____

4. The Request

I hereby request your organization:

pursuant to section 18(1)(a) of the Ordinance, to inform me whether your organization holds the Requested Data

pursuant to section 18(1)(b) of the Ordinance, if your organization holds any of the Requested Data, to supply me with a copy of such Data that your organization holds

5. Preferred Manner of Compliance

In your complying with this data access request, I would prefer that your organization⁸:

gives me an indication, before processing my data access request, of any fee that may be charged for compliance with my request⁹

notifies me when a copy of the Requested Data is ready for collection

sends by registered mail a copy of the Requested Data to me at my address given in this Form

sends by ordinary mail a copy of the Requested Data to me at my address given in this Form

supplies to me a copy of the Requested Data in the _____ language

supplies to me a copy of the Requested Data in the form of _____ (e.g. computer disk, microfilm, etc.)

6. Capacity

This data access request is made in my capacity as (*tick one*) :

the data subject

a relevant person¹⁰ of the data subject, in proof of which I enclose the following¹¹: _____

