

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 is 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		HKID/ Passport No.*#	
Name in Chinese [^]			
Correspondence Address			
Day-time Telephone Number		Post/Rank (where applicable)#	

If the requestor is not the data subject himself, he is not required to fill in these personal particulars.

[^] *If any.*

II. Personal Particulars of the Data Subject (if different from that of the requestor)

Name in English	
Name in Chinese [^]	
HKID/ Passport No.*	

* *The HKID/Passport No. is not necessary to 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, IPCC may, under some circumstances, require you to supply such information as necessary to prove the identity of the data subject as permitted under the provision of Personal Data (Privacy) Ordinance.*

[^] *If any.*

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 for processing this request is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.
- ii. Please direct your request by mail, by fax or in person to the Manager (Human Resources) of the Independent Police Complaints Council (Address: Rooms 1006-10, 10/F, China Resources Building, No. 26 Harbour Road, Wan Chai, Hong Kong. Fax No.: 2525 8042).
- iii. If the request is made by an individual other than the data subject, an authorization letter signed by the data subject together with his identity card copy 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 Human Resources Unit at 2524 3841 for further information, if required.
- vi. For access to/correction of personal data provided in this Form, please contact the Manager (Human Resources) at Rooms 1006-10, 10/F, China Resources Building, No. 26 Harbour Road, Wan Chai, Hong Kong.
