

**Food & Environmental Hygiene Department**

**Personal Data Holding/Access/Correction\* Request Form**

**Requestor's Personal Particulars**

Name		HKID No.	
Correspondence Address			
Office Tel. No.		Home Tel. No.	
Rank ( <i>where applicable</i> )		Post ( <i>where applicable</i> )	
Division ( <i>where applicable</i> )		Office Address ( <i>where applicable</i> )	

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

Name & HKID No. of Data Subject :  
(*if different from that of requestor*)

Details of Request :

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Delete where appropriate

## Notes

- (i) The information provided will be used for processing data holding/access/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 or by fax to the respective Branch Personal Data Controlling Officers as listed below -

<b>Branch</b>	<b>Officer</b>	<b>Officer Address</b>	<b>Tel. No.</b>	<b>Fax No.</b>
Administration and Development Branch	CEO(PS)	45/F, Queensway Government Offices	2867 5547	2526 1205
Environmental Hygiene Branch	CEO(EH)	45/F, Queensway Government Offices	2867 5417	2530 1368
Centre for Food Safety	CEO(CFS)	45/F, Queensway Government Offices	2867 5505	2530 1368
Private Columbaria Affairs Office	CEO(PC)	Units 501-502, 5/F, Trade Square, 681 Cheung Sha Wan Road, Kowloon	2350 7381	2893 7683

- (iii) A charge will be made for data access request, reflecting the costs of reproducing the records concerned. The Department will advise you in advance of the charge to be levied.
- (iv) If the request is made by an individual other than the data subject, an authorisation letter signed by the data subject, as well as copies of the data subject's HKID card and the requestor's HKID card, should be enclosed with this request form.
- (v) You may be asked to provide additional information to help us process your request.