

申請改正與僱傭有關的個人資料

Application for Correction of **Employment-related** Personal Data

(這份表格可用英文或中文填寫。填寫前請細閱本表格的附註)

(This form can be completed either in English or Chinese. Please read the notes before writing)

申請人的個人資料 **Applicant's Personal Particulars**

姓名 Name	*先生 Mr 夫人 Mrs 小姐 Miss	香港身分證號碼 HKID No.	
通訊地址 Correspondence Address			
辦公室電話號碼 Office Tel No.		聯絡電話號碼 Contact Tel. No.	傳真號碼 Fax No.
職級(如適用) Rank (where applicable)			

* 請刪去不適用者 Please delete where appropriate.

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Employment-related Personal data to which the request relates

資料當事人姓名和香港身分證號碼 (如申請人並非資料當事人) Name & HKID No. of Data Subject (if different from those of the applicant):
要求的詳情(如有需要可另紙填寫) Details of request (Please attach additional sheets if necessary)

簽署

Signature : _____

日期

Date : _____

附註 Notes:

- 在本表格填寫的資料，將用作處理你的申請。
The information provided will be used for processing your application.
- 你就此申請提供個人資料，屬自願性質，但假如提供的資料不夠詳盡，我們未必能夠處理你的申請。
The provision of the personal data for processing this application is voluntary. However, if you do not provide sufficient information, we may not be able to process your application.
- 請將此申請書以郵寄（沙田排頭街 1 至 3 號康樂及文化事務署總部十二樓）或傳真（2603 0479）方式送交康樂及文化事務署保障個人資料(私隱)主任。如欲索取其他有關資料，請致電 2601 8529。
Please send this application to the Personal Data Privacy Officer of the Leisure and Cultural Services Department by fax (2603 0479) or by mail to 12/F, Leisure and Cultural Services Department Headquarters, 1-3, Pai Tau Street, Sha Tin. For further information, please telephone 2601 8529.
- 你須就查閱資料繳交費用，金額為複製有關紀錄的成本。我們會預早通知你所需費用。
A charge may be made for your application, reflecting the cost of reproducing the records concerned. We shall advise you in advance of any charge to be levied.
- 如你並非資料當事人，請把資料當事人簽署的授權書，以及你本人和資料當事人的香港身分證影印本各一份，連同本表格一起提交。
If you are not the data subject, please enclose with this application an authorization letter signed by the data subject, as well as a copy each of the data subject's HKID card and your own HKID card.
- 我們可能要求你提供補充資料，協助我們處理你的申請。
We may ask you to provide additional information to help us process your application.