A0602
修訂於 27.08.2026

Application for Personal Data Correction
更改個人資料申請表

This form can be completed either in English or Chinese. Please read the notes below before completion.
請以英文或中文填寫此表格。在填寫前，請先細閱表格底部的備註。

Part I 第一部份 – Particulars of Data Subject 資料當事人的個人資料

Name 姓名:	Tel 電話:	Email 電郵:	Fax 傳真:
Personal identifier (e.g. HKID No. or other reference number such as Patient No. or Membership No.): 個人身份代號 (例如香港身份證號碼或其他參考編號如病人編號或會員編號)：			
Address 地址:			

Are you the data subject 你是否資料當事人?

☐ Yes 是 ☐ No 否(Please complete Part II 請填寫第二部份)

If you are not the data subject, you should made the request as a "relevant person" on behalf of the data subject under the following conditions
若你不是資料當事人，你需根據以下情況以「相關人士」身份代資料當事人提出申請:

☐ the Data Subject is a minor and I have parental responsbility over thr Data Subject;
資料當事人還未成年，本人對資料當事人有作為父母親的責任;

☐ the Data Subject is incapable of managing his / her own affairs and I have been appointed by a court to manage those affairs; or
資料當事人無能力處理其本身事務，本人由法庭委任以處理該等事務;或

☐ I am authorized in writing by the Data Subject to make this data access request on his / her behalf.
本人獲資料當事人書面授權代表他/她提出此項查閱資料要求。

If you are making the request as a relevant person according to the conditions above, please submit the following documentation. 如你按以上情況以「相關人士」身份提出申請，請提供以下資料證明。

☐ Written authorization 授權書
☐ Copy of birth certificate 出生證明書複本
☐ Copy of court order 法庭命令複本
☐ Others, please specify 其他，請註明: _____

Address: 1/F, Lutheran Building, 50A Waterloo Road, Yau Ma Tei, Kowloon
地址:九龍油麻地窩打老道 50A 信義樓一字樓
Tel 電話：(852) 2710-8313 Fax 傳真：(852) 2770-1093 E-mail 電郵：info@elcss.org.hk Website 網址: https://service.elchk.org.hk/

Part II 第二部份 – Particulars of Requestor 申請人的個人資料

(Complete only when the requestor is not the data subject 若申請人不是資料當事人才需填寫)

Name 姓名:	Tel 電話:	Email 電郵:	Fax 傳真:
Address 地址:			

Part III 第三部份 – Data Correction 資料更改

Service Centre(s) related 相關服務單位:	
Current information 現有資料:	New information 新資料:

Notes 備註

1 You may be asked to provide additional information to support us to meet your request. We may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，讓我們回應你的申請。如你未能提供足夠資料，我們可能無法處理你的申請。

2 You will be required to provide proof of your identity, the proof of data subject's identity if you are making the request as a relevant person and further proof of your status as a relevant person.
你需提供你的身份證明。如你是以「相關人士」身份提出申請，你需進一步提供資料當事人的身份證明及你作為「相關人士」的證明。

3 We may not accept your request under the circumstances mentioned in Section 24 of PDPO.
機構可根據個人資料（私隱）條例第 24 條所列出的情況不接受你的申請。

4 We will reply to you in 40 days after receiving your correction of personal data request.
機構將於 40 天內回覆閣下的個人資料更正申請。

5 The information provided will be used for processing your request for access to information. For access to or correction of the personal data contained in this application, you may download the application forms on our website (https://service.elchk.org.hk), and submit the application via:
你所提供的資料，將用於是次索取個人資料申請上。如需索取或更改載於本表格上的個人資料，請於機構網頁 (https://service.elchk.org.hk) 下載相關表格，並循以下途徑提交:

i. email the completed application forms to pd@elchk.org.hk.
把填妥的表格發電郵至 pd@elchk.org.hk。

ii. submit the completed application forms by mail to our Administration Manager (Address: 1/F, Lutheran Building, 50A Waterloo Road, Yau Ma Tei, Kowloon).
郵寄至機構總處行政經理(九龍油麻地窩打老道 50A 信義樓一字樓)提交申請。

iii. submit the completed application forms in person to any of our Service Centres.
親臨機構各服務單位提交申請。

Signature
簽署 : _____

Date
日期 : _____

Address: 1/F, Lutheran Building, 50A Waterloo Road, Yau Ma Tei, Kowloon
地址:九龍油麻地窩打老道 50A 信義樓一字樓
Tel 電話：(852) 2710-8313 Fax 傳真：(852) 2770-1093 E-mail 電郵：info@elcss.org.hk Website 網址: https://service.elchk.org.hk/