

YB Learning Network Limited  
Data Access/Correction Request Form

[According to section 20(3)(e) of the Personal Data (Privacy) Ordinance]

**Part One**

(The below information is for the request of the personal data access / correction.  
Submission of the information is voluntary in nature. If the client is below 18, his/her guardian is required to fill up Part Two for the request.)

**1. Client's Particulars :**

Name (Eng) : \_\_\_\_\_ (Chi) : \_\_\_\_\_

ID Number : \_\_\_\_\_

Contact Tel. : \_\_\_\_\_

Contact Address : \_\_\_\_\_

Activity participated (which year) : \_\_\_\_\_

( Please provide copies of evidence (e.g. ID card copy) together with this request form. )

**2. Type of data to be accessed / corrected :**

- ☐ Check if the Limited occupies the below client's personal data .
- ☐ Request a duplicate copy of the below client's personal data. This is the \* (     ) time of the request / I have never make any request before.
- ☐ Request to correct below client's personal data (Please provide valid documents.)

**3. The descriptions of the data access or correction (Please provide accurate information. If necessary, you may use additional sheets.)**

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**4. Declaration**

I/We declare that the information given on this form is true to the best of my/our knowledge and belief.

Date : \_\_\_\_\_ Signature<sup>(^)</sup> : \_\_\_\_\_

☐ Please "✓" whichever appropriate

^ : If the client is below 18, his/her guardian is required to fill up the Part Two.

## Part Two

(Should be filled up by the guardian of the client in Part One.)

### Particulars of the Guardian :

Name (Eng) : \_\_\_\_\_ (Chi) : \_\_\_\_\_

ID Number : \_\_\_\_\_

Contact Tel : \_\_\_\_\_

Contact Address : \_\_\_\_\_

( Please provide ID copy of the guardian. )

The personal data provided in this Form will be used to process the data access / correction request and the directly related purpose only.

Mail Address: P.O.Box No.68591, Kowloon East Post Office

Email: chung@yblearning.net

Fax: 36230946

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### Office Use only

Ref. No.:

Received on:

Last reply date:

Reply date:

Remark: