

Application for Access to Personal Data

Supplementary Form to Part IV of the PCPD Data Access Request Form (“Form”)

(Applicable to the Language Proficiency Assessment for Teachers only)

(Note: This supplementary form must be filled in and submitted together with the PCPD Data Access Request Form.)

Part IV The Requested Data

This data request is made under Section 18(1) of the PDPO for the following personal data of the Data Subject, except those specifically excluded under Part V of the Form. The personal data being requested is described as follows:

Table 1 *Assessment scripts in paper form (please “✓” as appropriate)*

Item	Subject
1	<input type="checkbox"/> Putonghua*
2	<input type="checkbox"/> English Language*
Others (please specify):	

** The assessment scripts of Putonghua Paper 3 and English Language Paper 4 include score sheets only. If the video clip is required, please fill in Table 2 below.*

Table 2 *Video Clips (please “✓” as appropriate)*

Item	Description
1	<input type="checkbox"/> Putonghua Paper 3 (Speaking) (including score sheets)
2	<input type="checkbox"/> English Language Paper 4 (Speaking) (including score sheets)

Table 3 *Personal data other than assessment scripts (e.g. irregularity reports)*

Item	Assessment Date	Subject / Paper	Description
1			
2			

Table 4 Collection Method (please “✓” as appropriate)

Item	Collection Method
1	<input type="checkbox"/> Collect in person or through an authorised representative at the HKEAA Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).
2	<input type="checkbox"/> By registered mail to the candidate’s correspondence address as specified on the PCPD Form (the registration fee and postage will be charged).
3	<input type="checkbox"/> Collect in person or through an authorised representative at a designated post office (<i>Note</i>) and pay the postage at the post office during collection. The Hong Kong Post will notify the candidate about the collection date and the postal charges by sending a message to the mobile phone provided. Please provide below a mobile phone number for receiving the message. Mobile Phone Number: _____ <i>Note:</i> For the list of designated post offices, please refer to the information posted at the HKEAA Southorn Centre office or available at the Hong Kong Post website (http://www.hongkongpost.hk/en/about_us/network/post_offices/index.html#list). Please fill in the name of your chosen post office and the relevant post office code. Name of Post Office: _____ Post Office Code: _____

Name of Applicant: _____ Candidate Number: _____

Signature of Applicant: _____ Date: _____

- Notes: 1. Applicants who submit their applications and cheques by post but do not receive the receipts sent by the HKEAA after 2 weeks from the day when the applications were sent should call the Public Examinations Information Centre of the HKEAA at 3628 8860.
2. All unclaimed personal data, including the marking records and the assessment scripts, would be destroyed after 30 November of this assessment year.