

**Supplementary Notes
for making Data Access Request
to the Hong Kong Observatory**

1. Please direct your request by mail, by fax (2311 9448) or in person to the Personal Data Privacy Officer of the Hong Kong Observatory at address 134A, Nathan Road, Kowloon.
2. A charge may be made for data access requests, reflecting the costs of reproducing the records concerned. The Hong Kong Observatory will advise you in advance of any such charge to be levied.
3. Please contact the Deputy Departmental Secretary on 2926 8215 for further information, if required.
4. For access to or correction of personal data provided in this Form after submission of the request, please contact the Personal Data Privacy Officer of the Hong Kong Observatory at the address stated in para. 1 above.