

Procedure of Request for Personal Data Access/Retrieval

1. Fill in the “[Data Access Request Form](#)” as specified by the Office of the Privacy Commissioner for Personal Data.
2. Send the “Data Access Request Form”, a crossed cheque of the application fee and a copy of the identity document of the data subject by post to:

Construction Industry Council

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

Copy of identity documents include:

- Hong Kong Identity Card, or
- Construction Workers Registration Card, or
- Other identity documents issued by the Construction Industry Council such as trainee card, trade test certification card.

Please mark “COPY” on the data subject’s identity document. The identity document will be kept until the application is completed. After which the identity document will be destroyed.

3. Alternatively, you can submit the “Data Access Request Form” and a crossed cheque directly to CIC and present your identity document to the staff for verification.
4. CIC will process the application after the cheque is honoured.
5. CIC will provide relevant data to the applicant according to the requested type of access specified in the Data Access Request Form.
6. Applicable additional charges will be collected upon provision of the requested data.
7. All payments (both the application fee and any additional charges) must be made by crossed cheque payable to “Construction Industry Council”. Please write the applicant’s name on the back of the cheque. Cash payment is not acceptable.

Fee Schedule of Request for Personal Data Access/ Retrieval

The charges for access to/retrieval of the copy of workers' personal data collected by Construction Industry Council are listed as follows:

Application Fee	Fee*
Application processing fee (per application)	HK\$150
Types of copy	Fee*
Received by e-mail (only PDF document will be provided)	Only application fee HK\$150 will be charged, no extra charges
Photocopying fee per page (Black & white standard A4 single-sided)	HK\$3 per page
Photocopying fee per page (Black & white non-A4 paper sizes, single sided)	HK\$5 per page
CD-ROM (Only CD-ROM will be provided) # Fees include CD-ROM	HK\$3 per original page (A4-sized or smaller) in PDF format HK\$5 per original page (larger than A4) in PDF format
Provide English copy for Chinese information and Chinese copy for English information	HK\$800 per page (A4 size)

* The fees include first class postage or normal registered mail.