

Please complete this Form in the Chinese or English language

The Request

1. Please specify in sufficient detail and clarity the personal data requested in order to facilitate location of the requested data by us. Failure to supply such information which we may reasonably require to locate the requested data may result in us being unable to comply with the data access request.
2. Any Personal Data provided on this form will be used for the purpose of completing this access request and as is necessary for the Company to administer its obligations to comply with the access request.
3. The person requesting information must provide sufficient evidence to verify the identity of the Data Subject making the request. Such information can be a photocopy of a Passport or National ID Card of the Data Subject and, where the application is not made by the Data Subject, identification information in respect of the person making the request on behalf of the Data Subject together with authorisation from the Data Subject in favour of the person making the request
4. Upon receipt and verification of appropriate identification information, the Company will comply with your data access request (or notify you of the reasons why we cannot comply with such request) within the relevant time limits under the applicable law. Please note that a copy of the "Privacy Policy Statement", setting out the Company's policy regarding the collection, holding and use of personal data may be accessed at www.mediaforceuk.com/privacy-statement/.
5. Please send the completed form and supporting documentation to PCCW Global Networks (UK) plc, University Court, Staffordshire Technology Park, Stafford ST18 0ES, UK.

Office Use Only
Date received:
PCO Reference:



Data Access Request Form

Part 1: Which Company or Companies is this request directed at? Particulars of the Company to whom this data access request is made	

Part 2: Data Subject Particulars of the data subject making this data access request	
Name in English (surname first)	
Name in Chinese (if applicable)	
Identity Card/Passport Number	
Correspondence/email address	
Day time contact phone number	

Part 3: The Requestor Particulars and capacity of the Requestor	
(Information requested in Part 3 must be provided where this request is being made by a person other than the Data Subject otherwise the Company shall be unable to action this request.)	
Name in English (surname first)	
Name in Chinese (if applicable)	
Identity Card/Passport Number	
Correspondence/email address	
Day time contact phone number	
This data access request is made on behalf of the Data Subject, in proof which I enclose the following written authorisation:	

Part 4: The Requested Data	
This data access request is made for the following personal data of the Data Subject, except those specifically excluded under Part 5 of this Form:-	
Description of the Requested Data:	
Date around which or period within which the Requested Data were collected (if known):	

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Data Access Request Form

Part 5: Exclusions

For avoidance of doubt, the Requested Data to which access is sought do not include any personal data:
 (Please “√” to exclude, as far as possible, any personal data that you do not wish to include within the scope of the Requested Data. This may help to avoid any unnecessary delay or charge in complying with the data access request.)

Contained in documents previously provided to the Company by the Data Subject (e.g. letters to the Company from the Data Subject)	
Contained in documents previously provided to the Data Subject by the Company (e.g. letters to the Data Subject from the Company)	
In the public domain (e.g. newspaper clippings or entries in public registers concerning the Data Subject)	
Other excluded personal data (please specify):	

Part 6: The Request

I hereby request you:- (please “√” where appropriate)

(a) to inform me whether you hold the Requested Data	
(b) if you hold any of the Requested Data, to supply me of a copy of such Data that you hold	
Both (a) and (b)	

Part 7: Preferred Manner of Compliance

In your complying with this data request, I would prefer you: (please “√” where appropriate)

Notify me when a copy of the Requested Data is ready for collection	
Send by mail a copy of the Requested Data to me at my address given in this Form	
Send by email a copy of the Requested Data to me at my address given in this Form	
Supply to me a copy of the Requested Data in the form of _____ (e.g. computer disk, etc) <small>Where no “form” is indicated, the Company will supply any data as a paper based copy unless otherwise determined by the recording medium (e.g.: audio, video, etc.)</small>	

Part 8: Further Information

I understand that before complying with my request, I am required to provide:

(a) proof of my identity	
(b) where I am making this request on behalf of the Data Subject, proof of the identity of the Data Subject and further proof (if any) of my authorisation to make the request	
(c) such further information as may be reasonably required for you to locate the Requested Data	

Date	Signature of the Data Subject/ Requestor (* delete where inappropriate)
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