

Personal Information Collection Statement (PICS)
**(for collection of personal data when an appeal to the Private Columbaria
Appeal Board is lodged)**

A. Purpose of Collection

1. The personal data submitted to the Private Columbaria Appeal Board (“the Appeal Board”) in an appeal will be used by the Appeal Board / Government departments for the following purposes:
 - (a) the processing of the appeal, which may include making available the name of the Appellant in the hearing of the appeal and the decision of the Appeal Board, which will be published to the public; and
 - (b) facilitating communication between the Appellant and the Secretary to the Appeal Board / Government departments,in accordance with the provisions of the Private Columbaria Ordinance (Cap. 630) and the Rules on Practice and Procedures of the Appeal Board.

The provision of personal data by means of the Notice of Appeal is voluntary. However, if you do not provide sufficient information therein, the Appeal Board may not be able to process your appeal.

B. Classes of Transferees

2. The personal data provided in an appeal may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.

C. Access to Personal Data

3. A person lodging a Notice of Appeal or an Appellant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary to the Appeal Board at Room 1119, 11/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong.
4. Data access request should be made by completing the Data Access Request Form (OPS003) specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible [here](#).

5. When handling a data access or correction request, the Secretary to the Appeal Board will check the identity of the requester to ensure that he/she is the person legally entitled to make the data access or correction request. A fee is chargeable by the Secretary to the Appeal Board for complying with a data access request. The requestor's right of access includes the right to obtain a copy of the personal data provided in an appeal subject to payment of a fee at such rate as shall be promulgated by the Director of Accounting Services.