



[This form is available in both English and Chinese]

**Undertaking Form for Access to  
Archival Records Containing Personal Data**

I, (name) \_\_\_\_\_ of (address) \_\_\_\_\_  
\_\_\_\_\_ hereby  
undertake to the Public Records Office (“PRO”), Government Records Service (“GRS”)  
that –

- (a) any personal data contained in the following record(s) kept by PRO would only be used by me solely for collecting statistics and carrying out research;
- (b) the personal data are not to be used for any other purpose; and
- (c) the resulting statistics and/or results of the research are not to be made available in a form which identifies the data subjects or any of them.

Reference No.	File Title

I understand that I would be subject to an investigation by the Office of the Privacy Commissioner for Personal Data, Hong Kong and/or be liable to an offence or compensation as provided under the Personal Data (Privacy) Ordinance (Cap. 486)<sup>1</sup> should I use any of the said personal data otherwise than in accordance with the above undertaking and agree to indemnify the PRO for any loss, damage or suffering caused to it as a result of the use of the said personal data otherwise than in accordance with the above undertaking.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> A copy of the Personal Data (Privacy) Ordinance (Cap. 486) is available at the reference services counter of the PRO for perusal. It is also available at the following website: <http://www.elegislation.gov.hk/>.