



**Data rectification request form (GDPR compliant)**

Under the General Data Protection Regulation (GDPR), you have the right to have your data rectified where it is inaccurate or incomplete. You may use this form to request that your data be rectified.

The School will respond to your request within one month. Where the request is complex, the School may extend the timescale for response from one month to three months. If this is the case, you will be informed of this within one month of receipt of the request, and of the reason for the extension.

The School will take steps to restrict the use of your data whilst it verifies whether the data is inaccurate.

If the response to your request is that the School will take no action, you will be informed of the reasons for this and of your right to complain to the Information Commissioner and to a judicial remedy.

Once completed, please submit this form to *the Chief Privacy Officer*.

<b>Personal details</b>	
Your name:	
Employee/Student (delete as applicable)	
Department/Tutor Group	
Contact Telephone number:	
Contact Email address:	
Home address:	
<b>Data you wish to be rectified</b>	
Please use the space below to describe, in as much detail as possible, the data which you believe to be inaccurate or incomplete	

Please use the space below to describe, in as much detail as possible, the amendments or additions you wish to be made to the data

**Employee/Student/Parent or Carer declaration**

I confirm that I am the **employee/student/parent/carer** (delete as applicable) **named above/of the above named** (delete as applicable) and the information requested above is in relation to **me/them** (delete as applicable). I understand that I may be required to provide evidence to verify my identity/I understand that in the event of the student being over 13 their consent will have to be obtained to release the data to me.

**Your signature:**

**Date:**