**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 Company will respond to your request within one month. Where the request is complex, the Company 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 Company 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 Company 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 *[insert details].*

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| **Personal details** | |
| Your name: |  |
| Your employee number: |  |
| Department: |  |
| Telephone number: |  |
| Email address: |  |
| Home address: |  |
| **Data you wish to be rectified** | |
| 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 declaration** | |
| I confirm that I am the employee named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity. | |
| **Your signature:** |  |
| **Date:** |  |