

**‘Right to Rectification’ Request Form**

Article 16 of the General Data Protection Regulation (GDPR) grants you the right of rectification of inaccurate personal data concerning you, or completion of personal data that is incomplete.

Please fill in the form and send it to one of the addresses listed below. We will respond to your request within one month of receipt of a fully completed form.

We will only use the information you provide on this form to identify you and the personal data you are requesting corrections to and to respond to your request.

**Section 1 - Personal details**

|  |  |  |
| --- | --- | --- |
| Title (Mr, Mrs, etc.): |  | |
| Full Name: |  | |
| Date of Birth: |  | |
| Postal address: | | |
| Telephone Number (Optional): | |  |
| E-mail Address (if available): | |  |

If you have lived at the above address for less than three years

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| Previous address: |

**Section 2 – Information to be corrected**

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**Section 3 – Proof of Identity**

We may require proof of your identity before we can respond to your access request. If we need to establish your identity, you will be asked to provide identification that clearly shows your name, date of birth, and current address. We accept one of the following as proof of identity: passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate.

**Section 4 - Data Subject Declaration**

I request that you correct the information stated above.

I confirm that I am the person to whom the above request relates (the data subject) and not someone acting on his/her behalf. The information, which I have supplied in this request, is correct and up-to-date.

In signing this form I confirm that I agree with the above statement.

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| --- | --- | --- | --- |
| Signature (of applicant) |  | Date: |  |

The completed application form can be taken or sent to ether:

|  |  |
| --- | --- |
| Information Governance Officer  Eastbourne Borough Council  1 Grove Road  EASTBOURNE  BN21 4TW  Email - accesstoinformation@lewes-eastbourne.gov.uk | Information Governance Officer  Lewes District Council  Southover House  Southover Road  LEWES BN7 1AB  [foi@lewes-eastbourne.gov.uk](mailto:foi@lewes-eastbourne.gov.uk) |