



RIGHT TO RECTIFICATION REQUEST

Privacy Declaration

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Your right to rectification

The GDPR introduces a right for individuals to have inaccurate personal data rectified. An individual may also be able to have incomplete personal data completed – although this will depend on the purposes for the processing. This may involve providing a supplementary statement to the incomplete data.

The GDPR does not give a definition of the term accuracy. However, the Data Protection Bill states that personal data is inaccurate if it is incorrect or misleading as to any matter of fact.

Your Details

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Email address	
Date of birth	
National Insurance Number	

If you are making a request on behalf of someone else, you will also be required to provide their details and will need to provide evidence that you are entitled to make the request on their behalf. For example, if you are the subject's parent, we will need a copy of the long-form birth certificate that includes your name and address.

On most occasions, as a third party you will also need to provide a written authority from the data subject that includes their name, address and signature.

Data Subject Details (if different from above)

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Date of birth	
National Insurance Number (if applicable)	
Details of Identification documents attached	

Request Details

The GDPR includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete. In certain circumstances a request for rectification can be refused.

What is the reason(s) for requesting the data be rectified?

I believe the data is inaccurate	
I believe the data is incomplete and am requesting to have it completed	
Another reason (uncommon) – please provide details	

Select the areas(s) that you are requesting your data to be rectified?

Human Resources		Environmental Services	
Housing Benefits		Democratic Services	
Council Tax		Parking Services	
Housing Services		Other – please give details	

Evidence

Please explain the evidence you have for believing there is an inaccuracy with your personal data. Please provide copies of any supporting evidence, such as documents or images, of the inaccuracies, which will help our internal investigation and rectification of the issue.

You must provide evidence of your identity - we require photographic ID that includes your date of birth and signature such as a driving license, passport or ID card. If you are unable to provide such evidence, please contact us to discuss alternative options.

Failure to provide proof of identity will delay your request.

Declaration

I certify that the information given on this application form is correct. I understand that I will have to provide proof of my identity. I understand that the Council must confirm my/the Data Subject's identity, and that it may be necessary for the Council to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signature of applicant:	
Date:	
Relationship to Data Subject (<i>where applicable</i>)	

When complete, please return to

**Data Protection Officer
Town Hall,
St Nicholas Street,
Scarborough,
YO11 2HG**

Email: dataprotection@scarborough.gov.uk