

Right of Rectification Request Form

Part 1 – Person that the information relates to (the individual):

*Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other.....
*Full name	
Former name by which you may be known to in the Society's records	
*Current Address (incl. postcode)	
Previous Address (incl. postcode)	
*Email	
*Telephone number	
*Date of Birth	
Please indicate your relationship to the Society e.g. Volunteer, Trustee, Member, Other	

Part 2 – Is the requested information about you (are you the individual)?

No, the information is not about me (go to part 3) Yes, the information is about me (go to part 4)

Part 3 – Person (agent) acting on behalf of the individual:

*Title	<input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms Other.....
*Full name	
Company	
*Current Address	
*Email	
*Telephone number	
What is your relationship to the Individual? (e.g. parent, carer, legal representative)	

Please note that we cannot provide you with the information requested unless you provide the above details. If you are acting on behalf of the Individual, you must submit their written authority. Photocopies or scanned copies are acceptable and can be attached to this request or emailed to terry.cavender@buckinghamcanal.org.uk

Part 4 – Details of information to correct:

Please explain in as much detail as possible the personal data you would like us to correct. Relevant details such as: names of previous contacts or file reference numbers can also be useful. Your request should specify the data that is incorrect or incomplete and include a supplementary statement you would like us to record if necessary.

We will communicate the correction of the personal data to each recipient to whom we disclosed the personal data, unless this is impossible or involves disproportionate effort.

Part 5 – Possible fee.

There is normally no fee for a individual rectification request. However, please be aware that Buckingham Canal Society is permitted to charge a reasonable fee when a request is deemed manifestly unfounded or excessive. If it is particularly repetitive or is requesting further copies of the same information. Buckingham Canal Society will notify you if it considers that a fee is payable due to the nature of your request. If a fee is required, your request will not be actioned until payment is received. Under the General Data Protection Regulation, Article 12 (5).

Part 6 – Disclosure of the information.

What is your preferred method of being contacted?

☐ Email

☐ Post

By Other (please specify)

Part 7 – Declaration.

I can confirm that the information given on this form is true. I understand that Buckingham Canal Society is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information to comply with this request and that the one month period in which Buckingham Canal Society must respond to my request under the Data Protection Legislation only commences when reasonable inquiries to confirm my identity are completed. I understand that applicable law may allow Buckingham Canal Society to refuse to act on my request.

☐ Tick this box to confirm

Signed.....

Date:.....

Warning – any person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.

Part 8 – Before submitting this form, please check that you have:

Enclosed proof of authority to act on behalf of the individual (if appropriate) – see part 3

Given enough details for us to locate the information you seek – see part 4

Completed the declaration – see part 7

Completed all relevant sections of the form - (part 3 only to be completed if acting as an agent)

Please submit this form and accompanying documents to

terry.cavender@buckinghamcanal.org.uk

Or by post to: Terry Cavender, 7 Buckingham Road, Akeley, Buckingham, MK18 5HL

Date request received		
Has the Identity been checked?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Verification match used to establish ID e.g. email, address, reference numbers	Type 1: Type 2: Type 3:	
Was any data rectified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reason for not rectifying data:		
Was the individual informed of the reasons for not rectifying the data?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Further Comments		
Signed:		
Role		