

Data Rectification Form

The General Data Protection Regulations (GDPR) provides you, the data subject, to have inaccurate personal data rectified, or completed if it is incomplete.

You should complete this form if you would like the Union to rectify any personal data we hold about you. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of your identity.

Proof of identity:

In certain circumstances we may require proof of your identity before we can amend personal data. The Union will advise if proof of identity is required. If you have changed your name, please supply relevant documents evidencing the change.

SECTION 1: Data Subject

Please fill in your details

Title:	Mr [] Mrs [] Ms [] Miss [] Other []
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Contact Telephone Number(s):	

Rectification Request

Please detail in the box below, with as much information as possible, the data/information that you wish to be rectified.

Details:

Reason for rectification

The Union of Students will not unreasonably prevent rectification of data, however requires an appropriate reason to make such amendments. Please detail below the reason for requiring the data rectification.

Details:

SECTION 2: Declarations

Data Subject Declaration:

I confirm that I have read and understood the terms of this right to rectification form and certify that the information given in this application is true. I understand that it is necessary for the Union of Students to confirm my identity and it may be necessary to obtain more detailed information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

SECTION 3: Actions

Please send your completed form via post to:

Data Protection
Union of Students
University of Derby
Kedleston Road
Derby DE221GB

Or via email to: dataprotection@derbyunion.co.uk