

## GDPR - Privacy Policy

May 2018

Document Version 1.1

### DATA CORRECTION/UPDATE REQUEST FORM

You have the right to correct and update personal data relating to you ("Data") that is inaccurate. We ask that you complete this form, so we can determine the details of your request and, where applicable, implement your request.

If your request is valid, we will correct and update the information requested.

Please complete your details below and sign where indicated. Send the completed form and proof of identity (by way of proof of your name and your address) to our office.

Please also provide any documentation you have to prove that the information you wish to update needs to be updated or corrected.

**Agents of the requestor:** Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the requestor's behalf.

<b>Please complete as much of the following information as you can:</b>			
<b>Full name of data subject</b>	(Title)	(First name)	(Surname)
<b>Present Address</b>			
Street			
Town			
County			
Postcode			
Other contact details			
Telephone			
Email			
Mobile			

<b>Details of the Agent or Requestor (if any)</b>	
Name	
Address	
Phone Number	
Email address	
Proof of entitlement to act (enclose authorisation)	

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<b>Category of personal information</b>	<b>Personal Information Currently on File</b>	<b>Corrected Personal Information</b>
<i>e.g. name, address.</i>		

We will make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

Signature \_\_\_\_\_

Date \_\_\_\_\_