



## Data Rectification Request Form

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Under the General Data Protection Regulation (GDPR), you have the right to have your data corrected if it is inaccurate or incomplete.

You may use this form to request that your data be corrected, although you can make the request in any format you choose. We will process your request in accordance with the General Data Protection Regulation (GDPR – further information can be found at <https://ico.org.uk/for-the-public/personal-information/> ). Our Privacy Statement (<https://www.hcandl.co.uk/about-us/company-information/privacy-statement>) provides full details of how we process your data and keep it safe.

Upon receipt of your request, Hull Culture and Leisure Ltd will respond within one calendar month starting from the day after it was received. We will take steps to restrict the use of your data whilst we verify whether the data is inaccurate.

If the response to your request is that the Company will take no action, you will be informed of the reasons for this and of your right to complain to the Information Commissioner and to a judicial remedy.

Once completed, please submit this form to [info@hcandl.co.uk](mailto:info@hcandl.co.uk) .

Personal details	
Your name:	
Telephone number:	
Email address:	
Home address:	
Data you wish to be rectified	
Please use the space below to describe, in as much detail as possible, the data which you believe to be inaccurate or incomplete	
Please use the space below to describe, in as much detail as possible, the amendments or additions you wish to be made to the data	

<b>A. Declaration if applying for your own data to be rectified</b>	
I confirm that I am the individual named above and the Data Rectification Request above is in relation to me. I understand that I will be required to provide evidence to verify my identity.	
<b>Your signature:</b>	
<b>Date:</b>	
<b>B. Declaration if applying on behalf of another individual to have their data rectified</b>	
I confirm that I have proper authority to make a Data Rectification Request on behalf of the individual named above. I understand that I will be required to provide evidence to verify my identity and of the authority given to me to make this request on behalf of the individual named above.	
<b>Your Name:</b>	
<b>Your Address:</b>	
<b>Your signature:</b>	
<b>Date:</b>	

<b>C. FOR HCL USE ONLY:</b>	
<b>1</b>	<b>Date request received by HCL, including Contact Centre or CSC:</b>
<b>2</b>	<b>Received by (Staff name):</b>
<b>3</b>	<b>How was the request made</b> (verbally, over the phone etc)
<b>4</b>	<b>Proof of identification seen:</b> Must be one of the following: Drivers Licence or Passport (note number of document)

	seen) <b>Or</b> A recent utility bill or bank statement (note type and date) <b>and</b> a bank/building society card or savings book	
<b>5</b>	<b>Evidence of authority if a request is being made on behalf of another individual.</b>	
<b>6</b>	<b>Date sent to HCL admin:</b>	
<b>7</b>	<b>Date allocated for information gathering:</b>	
<b>8</b>	<b>Allocated to:</b>	
<b>9</b>	<b>Deadline for submitting information to HCL admin:</b>	
<b>10</b>	<b>Date response is provided to requester:</b>	
<b>11</b>	<b>Summary of response:</b>	