

## Individual Rights Request: “Rectification” or “Erasure”

The law provides you with a number of individual rights which allow you to exercise control over the use of your personal information. To allow you make use of these rights WCHCT has created request documents which group similar rights together.

Use this from if you wish to request a:

- Rectify (Make corrections to your personal information)
- Erase your personal data\*

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\* NOTE: The right of erasure is subject to a number of exempting conditions, if any of these apply WCHCT can legally refuse the erasure request.

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### Right of Rectification

Individuals are entitled to have their personal data rectified if it is inaccurate or incomplete.

If we have shared or disclosed the personal data in question to a third party, we will inform them of the rectification where possible. We will inform you of identity of these third parties to whom the data has been share of disclosed where appropriate.

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### Right of Erasure

The right to erasure does not provide an absolute ‘right to be forgotten’. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

- The personal data is no longer necessary in relation to the purpose for which it was originally collected for.
- The individual withdraws their consent.
- The individual objects to the use and there is no overriding legitimate interest for continuing to use or retain the personal information
- The personal data was unlawfully processed (collected, used, stored etc.)
- The personal data has to be erased in order to comply with a legal obligation.
- The personal data is a child’s collected / used when they were under 18.

**Name:**

**Address:**

Please tell us of any reason why you think we might have information about you:

Please tell us what you need us to correct or what you want us to correct/delete:

Please action my individual right(s) as provided in UK legislation.

**Signed**

**Date**

**Please Note:**

- WCHCT will complete your request within 30 days of receiving this request form.
- If WCHCT has a lawful reason to refuse your request, they will state this in writing to you and will include the reason for the decision to refuse the request within 30 days.