**Right to Rectification Request Form**

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| **Part 1 – Person that the information relates to (the individual):** | |
| \*Title | Mr Mrs Miss Ms  Other……………………………………………… |
| \*Full name |  |
| Former name by which you may be known to in the Trust’s records |  |
| \*Current Address (incl. postcode) |  |
| Previous Address (incl. postcode) |  |
| \*Email |  |
| \*Telephone number |  |
| \*Date of Birth |  |
| Please indicate your relationship to the Trust e.g. Boater, Employee, Volunteer, Other |  |
| Boat Name (If applicable) |  |
| Boat Index Number (If applicable) |  |
| Reference numbers e.g. payroll, customer reference (If applicable) |  |
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| **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) | |

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| **Part 3 – Person (agent) acting on behalf of the individual:** | |
| \*Title | ☒Mr Mrs Miss 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 [information.request@canalrivertrust.org.uk](mailto:information.request@canalrivertrust.org.uk) | |
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| **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: old address, boat names and index numbers, 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. | |
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| 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. | |
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| **Part 5 – Possible fee.** | |
| There is normally no fee for a individual rectification request. However, please be aware that Canal & River Trust 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. Canal & River Trust 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). | |

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| **Part 6 – Disclosure of the information.** |
| What is your preferred method of being contacted?  Email  Post  By Other (please specify) ………………………….……….……….………. |
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| **Part 7 – Declaration.** |
| I can confirm that the information given on this form is true. I understand that Canal & River Trust 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 Canal & River Trust 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 Canal & River Trust 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.** |
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| **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** [**information.request@canalrivertrust.org.uk**](mailto:information.request@canalrivertrust.org.uk)  Or by post to: Information Officer, Aqua house, 20 Lionel Street, Birmingham, B3 1AQ |

**Right to Rectification Request Form - Office use only**

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| **Date request received** |  |

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| **Has the Identity been checked?** | YES | NO |

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| **Verification match used to establish ID e.g. email, address, reference numbers** | **Type 1:**  **Type 2**  **Type 3:** |

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| **Was any data rectified?** | YES | NO |

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| **Reason for not rectifying data:** |  |
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| **Was the individual informed of the reasons for not rectifying the data?** | YES | NO |

Further Comments . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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| **Signed:** |  |  |

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| **Role** |  |