**Correcting your information**

You have the right to have inaccurate personal data rectified, or completed if it is incomplete. Personal data is inaccurate if it is incorrect or misleading.

The form below sets out the detail we will need in order to process your request but you can also make this request to us verbally if you prefer. It would be helpful if you have the information requested below to hand if you are making a verbal request.

If you want to contact us in writing please use the address below:

Data Protection Officer

Blackdown House

Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

Or you can email us at dataprotection@eastdevon.gov.uk

Or you can phone us on 01395 517417

We will process your request within one month of receiving and validating it. In some cases, if the request is particularly complex, we may not be able to respond within one month and will then contact you to explain this and that we need more time. In any case your request will be dealt with within 3 months.

If we are not able to comply with your request we will explain the reasons for this.

If you have any questions about your request or if you need help to complete this form, please call 01395 517417 or email dataprotection@eastdevon.gov.uk

**SECTION 1: Your details**

|  |  |
| --- | --- |
| **Title** | Mr Mrs Miss Ms Other (please state) |
| **First name** |  |
| **Last name** |  |
| **Maiden names** |  |
| **Other names you may be known by**  |  |
| **Date of birth** |  |
| **Your current address** |  |
| **Email address** |  |
| **Telephone/Mobile** |  |

**Requests from third parties**

If you are requesting correction of someone else’s information, you must enclose their written authority for you to act on their behalf. We may contact them directly to confirm that they understand the process and that they consent to the disclosure of their information.

**Requests about children**

If you are requesting correction of information about children in your care, we will require proof of parental responsibility or legal responsibility for that child. This could be in the form of a photocopy of the child’s birth or adoption certificate.

**SECTION 2 – The information which needs to be corrected**

Please tick below which of the following council service areas you feel is holding incorrect or incomplete information about you.

|  |  |
| --- | --- |
| Housing benefit or Council Tax benefit claims |  |
| Council Tax accounts  |  |
| Housing tenancy issues  |  |
| Employment with the Council  |  |
| Planning applications  |  |
| Homelessness applications/register  |  |
| Other – please specify below |  |

Do you think that the council shared incorrect or incomplete personal data with any third party organisation?

|  |
| --- |
|  |

Please use the box below to outline to us what information you feel needs to be corrected and why.

|  |
| --- |
|  |

We will contact you if we need further clarification or if we need to confirm your identity.

**SECTION 3 – Using your information**

The information you provide on this form will be held securely by East Devon District Council and will be used to process your request. We may use your contact details to keep you informed about progress with your request or to seek clarification from you.

If we have shared your data with any third party organisation, we will inform them of your request for rectification.