**Right to Rectification (RTR)**

You are entitled to request that information we have about you be rectified under the GDPR 2018 regulations. This form is for any person who wishes to apply for and RTR of their personal data held by Wessex Archaeology. Please read the guidance note below to help you fill in the form correctly.

Under Article 16 of the GDPR you have the right to have inaccurate\* personal data rectified. You may also be able to have incomplete personal data completed. When requesting that we rectify data we may ask you to provide evidence to help us make the change correctly.

Your request will be processed within 30 calendar days upon receipt of an R/ODP and proof of identity

**We can refuse to comply with a request for erasure if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If a request is manifestly unfounded or excessive we will charge a "reasonable fee" to deal with the request or refuse to deal with the request. In the event of the above we will inform you and the reason for our refusal.**

**NOTE: This is not a mandatory form – RTR requests made in other formats will also be accepted but this form is designed to speed up the process.**

* **Section A** – please fill in full your name and address – we will ask you to provide proof of identity to confirm that you are the person asking for the information. This must be photo identification.

1. **Your details**

|  |  |
| --- | --- |
| Full Name of Applicant: |  |
| Signature  I certify that the information on this application form is true. I understand that it is necessary for Wessex Archaeology to confirm my identity to be able to locate the correct personal data. |  |
| Date |  |

1. **Information to be rectified**

|  |  |
| --- | --- |
| Please list in as much detail what information you wish to be rectified and if you have any evidence to prove the change. |  |

Please return this completed form to [info@wessexarch.co.uk](mailto:info@wessexarch.co.uk)

Documents which must accompany this document

* Evidence of your identity – photographic *this will be deleted after the request has been processed and accepted and the case is closed*

General Notes

We will acknowledge receipt of your application, this might be in an email or in writing you will be provided with a reference number to refer to.

*\*The GDPR does not give a definition of the term accuracy. However, the Data Protection Bill states that personal data is inaccurate if it is incorrect or misleading as to any matter of fact.*

1. **Our information – please do not fill in this section of the form**

|  |  |
| --- | --- |
| **Reference Number** |  |

|  |  |
| --- | --- |
| Date received |  |
| Date information returned |  |
| Does it relate to personal data? |  |
| Is the person entitled to view the data? |  |
| Is it work related data or the intellectual property of the organisation? |  |
| Is the request unfounded or excessive? |  |