

FORMAL REQUEST FOR RECTIFICATION OF INACCURATE PERSONAL DATA

Article 16 UK General Data Protection Regulation

Article 5(1)(d) UK GDPR – Accuracy Principle

Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Date: [Insert Date]

To: Data Protection Officer
[Organisation]

Dear Data Protection Officer,

Formal Request for Rectification of Inaccurate Personal Data

I write to formally request the rectification of inaccurate personal data held by your organisation pursuant to **Article 16 of the UK General Data Protection Regulation (UK GDPR)**.

Article 5(1)(d) UK GDPR requires that personal data must be:

"accurate and, where necessary, kept up to date."

Where personal data is inaccurate, Article 16 provides the right to have that data rectified without undue delay.

Having reviewed the records disclosed in response to my Subject Access Request, I have identified a number of factual inaccuracies, misleading statements and unsupported assertions which continue to be processed as though they were established fact.

Many of these inaccuracies have been relied upon by professionals in making safeguarding, welfare or other decisions concerning me. Their continued processing therefore has the potential to cause ongoing prejudice.

I request that each disputed entry is individually reviewed.

Schedule of Requested Rectifications

Ref	Document / Record	Current Entry	Why it is Inaccurate	Evidence Supporting Rectification	Rectification Requested
R1					
R2					
R3					
R4					
R5					

(Continue as necessary.)

Where Rectification is Refused

If you consider that any entry should not be amended, I request that you provide, in respect of each disputed entry:

1. Confirmation that the request has been considered individually.
2. The evidence relied upon to conclude that the information is accurate.
3. The legal basis upon which rectification has been refused.
4. Whether the information is considered to be:
 5. a statement of objective fact;
 6. a professional opinion; or
 7. third-party information.
8. An explanation of why you consider the continued processing of that information complies with the accuracy principle contained within Article 5(1)(d) UK GDPR.

Alternative Request

If you maintain that the disputed information cannot presently be rectified because its accuracy is contested, I request that you:

- clearly record on my file that the accuracy of the information is disputed;
- link this correspondence to every disputed record;
- ensure that any future recipient of the disputed information is informed that its accuracy is contested;
- consider whether restriction of processing under Article 18 UK GDPR is appropriate whilst the dispute remains unresolved.

Preservation of Records

As these issues may form part of regulatory or legal proceedings, I also request confirmation that all records relating to the disputed entries, including audit logs, metadata, earlier versions of records, emails and amendment histories, are preserved pending resolution of this request.

Response Requested

Please provide your written response within one calendar month, as required by Article 12 UK GDPR.

If you refuse this request, please ensure your response identifies:

- the evidence relied upon;
- the legal basis for refusal;
- my right to complain to the Information Commissioner's Office; and
- my right to seek an appropriate remedy through the courts under the Data Protection Act 2018.

I trust this matter can be resolved without the need for regulatory intervention.

Yours faithfully,

[Your Name]