



STAFFORDSHIRE  
**POLICE**

# Right to Rectification Policy

**This Right to Rectification policy forms part of the Data Protection Policy and they should be read in conjunction with each other.**

The UK General Data Protection Regulation (GDPR) Article 16 and the Data Protection Act 2018 (Part 3 Law Enforcement Processing) Section 46 provide individuals with the right to request the rectification of personal data that an organisation holds about them.

### **How can requests be made?**

Requests can be made in any of the following ways:

1. Submit a request online via the Staffordshire Police website (this is the most efficient way of making a request)
2. Write to us at:  
*Information Access Team (Right to Rectification)*  
*Staffordshire Police Headquarters*  
*Weston Road*  
*Stafford*  
*ST18 0YY*
3. Email us at: *IAT@staffordshire.police.uk*
4. Phone 101
5. Visit a police station in person
6. Via social media

### **When is a rectification request accepted?**

A request cannot be accepted until:

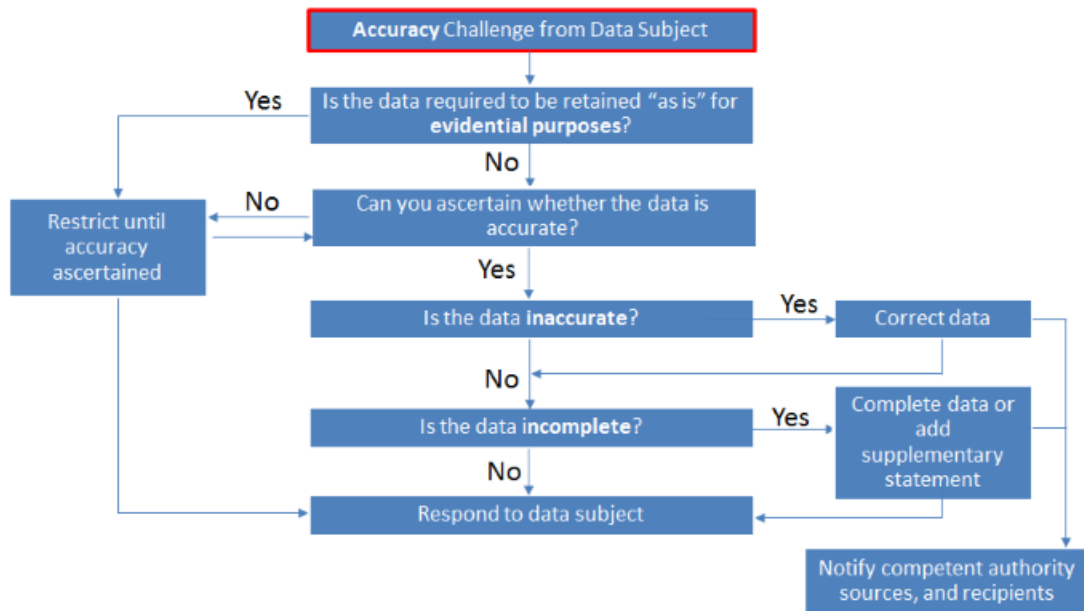
- a) We have enough information to complete the request;
- b) Identity has been confirmed in accordance with the Staffordshire Police Acceptable Forms of Identification.

This means that even though requests can be made verbally they will not be accepted until identity is confirmed.

If an individual makes a Right to Rectification request to a police officer/police staff member:

- In the first instance establish if the individual can make a request online via the SP website. This is the most efficient process and enables them to provide the required identification documents;
- If not then the police officer/police staff must record the individual's personal details which should include full name, date of birth, address and/or email address, together with details of the rectification requested. This information should then be emailed to the Information Access Team email address (*IAT@staffordshire.police.uk*) without delay.

## In certain circumstances personal data may not be rectified:



## Who deals with these requests?

The Information Access Team, process ALL rectification requests received by Staffordshire Police. The timeframe for responding to a request is 1 calendar month and there is no charge for the request.

|                                  |                                                                  |
|----------------------------------|------------------------------------------------------------------|
| Author:                          | Information Access Team (IAT) Management                         |
| Implementation Date:             | September 2018                                                   |
| Last Reviewed Date:              | November 2024                                                    |
| Review Date:                     | November 2027 (subject to any legislative or procedural changes) |
| Freedom of Information Act 2000: | Fully Disclosable                                                |