

GDPR Request for Rectification Form

You can use this form to make a request under the General Data Protection Regulation (GDPR) to have personal data that Macc holds about you rectified or amended by adding a supplementary statement you provide. Once completed, this form should be forwarded to the Macc's Information Governance Lead, who will deal with your request. Their contact details are Martin Preston, martin@macc.org.uk 0161 832 9823 3rd Floor Swan Buildings, 20 Swan St Manchester M4 5JW

Full name of applicant (please also provide any other names under which you have been employed or engaged/ used to register with Macc):
Address:
Contact telephone number:
E-mail address:
What is or was your connection to Macc? Employee/former employee/job applicant/worker/volunteer/consultant/group member/contractor/other (<i>please specify</i>)* <i>(*Delete as appropriate)</i>
Please specify how you would prefer us to respond: Email / Post * (delete as appropriate). We will use the addresses you give in the contact boxes above.
Relevant employment or engagement dates (if applicable): (a) Commencement date: (b) Termination date: (c) Date of job application: (d) Date of job interview:
By completing this form, you are making a request under the GDPR have personal data that Macc holds about you rectified or amended by adding a supplementary statement you provide. Please provide details of the personal data you would like rectifying and the reasons for this:

What item of copy documentation have you supplied with this form as evidence of your identity, e.g. a driving licence, passport or national identity card?

By completing this form, I accept that I am making a request under the GDPR for rectification of personal data.

By signing below, I confirm that I am the data subject named above and that, where you have reasonable doubts concerning my identity, you may contact me to request me to provide additional information necessary to confirm my identity before responding to my request. I acknowledge that you may also need to contact me to obtain any further information that you require to enable you to comply with my request.

I understand that it may take up to one month from receipt of this form before a reply to my request is provided to me. I acknowledge that this time limit may be extended by a further two months where necessary, taking into account the complexity and number of my requests for my personal data.

Finally, I accept that if I have made this request electronically, and unless I otherwise request, you will provide my personal data in a commonly used electronic form.

Signed:

Date: