

## Right to Rectification



You are entitled to have inaccurate personal data rectified, or completed if it is incomplete.

In addition, where the information falls outside of law enforcement, you can request to be informed where that data has been shared.



Please note: where rectification is required but the personal data must be maintained for the purposes of evidence, instead of rectifying the personal data, the information will be restricted or blocked to prevent further use.

### How to make a request for rectification of your personal data held on Cheshire Fire and Rescue Service systems

We need to be satisfied that you are who you say you are. You must include **identification** which shows your **name**, **address** and **date of birth** (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement or Utility Bill).

It is advised that you supply photocopies of original documents – the Service cannot be held accountable for original documents lost in the post.



Requests should be sent to the Information Compliance Manager/Data Protection Officer: [Data.Protection@cheshirefire.gov.uk](mailto:Data.Protection@cheshirefire.gov.uk)

If you require any assistance, please do not hesitate to contact us via the email above or telephone: 01606 868808.



Please note: once we have received your request, the process to provide you with information **can take up to one month**. One month is the statutory deadline defined by the Data Protection Act 2018.