

GDPR - The Right to Rectification

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1. Introduction

Under UK GDPR, individuals have the right to request corrections to inaccurate or incomplete personal data. Organizations must correct or complete the data ****without undue delay**** and within ****one month****.

2. When Can Someone Request Rectification?

Individuals can request corrections when:

- Their personal details (e.g., name, address) are incorrect
- Incomplete data is affecting their rights
- Data errors are causing incorrect processing outcomes

3. How We Process Rectification Requests

- Requests must be made in writing (email or letter)
- Verification of identity may be required
- Corrections must be completed within ****one month****
- If data has been shared with third parties, they must also be informed of the correction

4. Exemptions and Refusals

- Requests may be denied if they are excessive or unfounded
- If the organization believes the data is correct, a justification will be provided

5. How to Submit a Request

- Email: dataprotectionofficer@viamed.co.uk
- Phone: +44 (0)1535 634542
- Postal Address: 15 Station Road, Cross Hills, Keighley, BD20 7DT

6. Complaints and Escalation

If an individual is not satisfied with the outcome, they may escalate their complaint to the ICO.

Viamed Group of Companies

Ensuring Data Accuracy