



SPARKEN HILL
ACADEMY

UK GDPR Rectification Requests

Rev	Date Issued	Prepared By	Approved	Review Date	Comments
1.2	Feb 2021	RTL	Feb 2022	Feb 2023	
	Feb 2022	RTL	Feb 2023	Feb 2024	
	Feb 2023	RTL	Feb 2024	Feb 2025	
	Feb 2024	RTL	Feb 2025	Feb 2026	

Policy— rectification requests

1 Introduction

1.1 Sparken Hill Academy holds personal data (or information) about job applicants, employees, students, parents, suppliers, business contacts and other individuals for a variety of business purposes.

1.2 Under the General Data Protection Regulation (GDPR), individuals (known as 'data subjects') have the right to obtain from Sparken Hill Academy without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed.

1.3 The DPO is responsible for ensuring:

1.3.1 that all rectification requests are dealt with in accordance with the GDPR; and

1.3.2 that all staff have an understanding of the GDPR in relation to rectification requests and their personal responsibilities in complying with the relevant aspects of the GDPR.

1.4 This policy provides guidance for staff members on how rectification requests should be handled and is intended for internal use. It is not a privacy policy or statement and is not to be made routinely available to third parties.

1.5 This policy is aimed primarily at those members of staff who are authorised to handle rectification requests. For other staff members, it provides guidance on what to do if you receive a rectification request.

1.6 Failure to comply with the GDPR puts both staff and Sparken Hill Academy at risk, and so Sparken Hill Academy takes compliance with this policy very seriously. Failure to comply with any requirement of the policy may lead to disciplinary action, which may result in dismissal.

1.7 If you have any questions regarding this policy, please contact the SLT.

2 Receiving a rectification request (non-authorised staff)

2.1 If you receive a rectification request and you are not authorised to handle it, you must immediately take the steps set out in paragraph. We must respond to a request without undue delay. A lengthy delay could lead to enforcement action by the Information Commissioner and/or legal action by the affected individual.

2.2 If you receive a rectification request by e-mail or post, you must immediately forward the request to the SLT, who will contact the DPO.

2.3 You must not take any other action in relation to the request unless the SLT has authorised you to do so.

3 Requirements for a request

3.1 We prefer a rectification request to be in writing, but this is not always required. The staff member taking the request must use their best judgment as to whether the request needs to be in writing.

3.2. Requests that should be in writing include anything that might be contentious, such as HR issues.

5 Time limit for responding to a request

Once a rectification request is received, we must comply without undue delay.

6 Consequences of failing to comply with a request

If we fail to comply with a rectification request, we may be in breach of the GDPR. This may have several consequences:

6.1 the individual may complain to the Information Commissioner and this may lead the Commissioner to investigate the complaint. If we are found to be in breach, enforcement action could follow (which could include monetary penalties);

6.2 if an individual has suffered damage, or damage and distress, as a result of our breach of the GDPR, he or she may take us to court and claim damages from us; and/or

6.3 a court may order us to comply with the rectification request if we are found not to have complied with our obligations under the GDPR.