

Response to Rectification of Data Request

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [Name],

Decision regarding your request under the General Data Protection Regulation ("GDPR")

Following your request [redacted] to have your personal data rectified because you have identified that data is inaccurate, we are writing to let you know that we have [redacted] your request.

Having assessed your request in detail we can confirm that we have rectified the personal data we hold on behalf of [redacted].

We consider our obligations under the GDPR with regard to your request to be fulfilled, and we will take no further action with regard to your request.

If you have any questions about the contents of this letter, or if you wish to make a complaint about the way in which we have handled your request, please contact [redacted] by calling [redacted] or writing to [redacted].

You also have the right to complain to [redacted] if you are not happy with how we have handled your request. You can contact [redacted]

Authority] by calling [phone number] or by visiting their website: [website URL].

Yours sincerely,

Signed

[Name]

For and on behalf of [Company Name]

Comment [EUA1]: This document

Comment [EUA2]: Please insert the contact details of the data subject.

Comment [EUA3]: Please insert the name of the data subject.

Comment [EUA4]: Please insert the

Comment [EUA5]: Please insert the

Comment [EUA6]: Please insert the

Comment [EUA7]: Please insert the

Comment [EUA8]: Please insert the email address of the DPO or the person responsible for personal data protection.

Comment [EUA9]: Please insert the details of the local Supervisory Authority. You can find a list of supervisory authorities in the EU at https://edpb.europa.eu/about-edpb/board/members_en.

Comment [EUA10]: Please insert the name of the local Supervisory Authority.

Comment [EUA11]: Please insert the phone number of the local Supervisory Authority.

Comment [EUA12]: Please insert the website of the local Supervisory Authority.

Comment [EUA13]: This letter can be

Comment [EUA14]: Please insert the

Comment [EUA15]: Please insert the name of your company here.