**Worcester Students’ Union – Data Rectification Request Form**

Please complete this form in BLOCK CAPITALS and return it with evidence of your identity (e.g. copy of your passport or driving licence) to:

**Worcester Students’ Union**

**Henwick Grove**

**St John’s**

**Worcester**

**WR2 6AJ**

**Or email to** **sudataprotection@worc.ac.uk**

**Full name** (include any former names, if appropriate):

………………………………………………………………………………………………………………………

**Student ID Number** (if applicable):

………………………………………………………………………………………………………………………

**Home Address**:

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………………………………………………………………………………………………………………………

**Postcode:**

………………………………………………………………………………………………………………………

**Telephone Number:**

………………………………………………………………………………………………………………………

**Email Address:**

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**Details of information you believe to be inaccurate and the rectification required:**

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**Signed: Date:**

**NB When returning this form, please provide evidence of your identity as the Data Subject, or documentation that confirms your entitlement to act on the Data Subject’s behalf.**

You must also include proof of correct information. Please note, whilst you have the right to request data rectification, this request may be declined by Worcester Students’ Union if deemed appropriate.

**FOR OFFICIAL USE ONLY**

Enquiry Number:

………………………………………………………………………………………………………………………

Date Received:

………………………………………………………………………………………………………………………

Date to Respond By:

………………………………………………………………………………………………………………………

Date Responded:

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