Data Protection – Right of Rectification

City, University of London (hereafter "City") is committed to a policy of compliance with Data Protection laws and the rights of data subjects. This guidance describes how data subjects can request City rectifies personal data processed by City. This policy is to be read in addition to The Conditions of use, Acceptable Use Policy, Information Security Policy and the Data Protection Policy.

Information required and procedure for responding to a request for rectification

Individuals wishing to have personal data rectified by City under the Data Protection Act can send a request to:

Information Compliance Officer
Information Services
Northampton Square
London
EC1V 0HB
Or by email to: dataprotection@city.ac.uk

The personal data to be rectified should be clearly identified. City may require confirmation of the identity of the data subject and/or the person making the request. The University will respond to requests within one month of receipt of the submitted request (provided sufficient information has been given to City to enable City to process the request). If your request is complex City may require up to an additional two months to complete the request. If this is the case City will inform you how much additional time is needed and the reasons why within the first month.

Right of Appeal

If you are dissatisfied with the outcome of the request, you have a right of appeal to the Information Commissioner’s Office. Details follow for ease of reference.

By Post: Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By Telephone: 01625 545 700
Via the Website: www.ico.org.uk