

# Right to rectification form

**Under the current data protection legislation, you have the right to ask us to rectify inaccurate or incomplete personal data. Where we agree that the data is inaccurate or incomplete, we will correct it within one month of receiving this request. Please do not use this form if you are notifying us of a change of details (for example, address, phone number or bank account), simply contact us or go online.**

We've designed this form to make the process as easy as possible.

You don't have to use this form to make the request, but you'd need to give us the same details.

Please write in BLOCK CAPITALS

## 1 Your details

Full name

Address

Tel no

Date of birth

## 2 Please give us your previous address(es) since the holding was opened

This will help us to identify you and ensure our response is complete (continue on a separate sheet if you need to).

## 3 Please give us as much information as possible about the holdings, including holder's numbers and account numbers held

This will help us to identify you and ensure our response is complete (continue on a separate sheet if you need to).

## 4 Please state clearly what personal data you believe is inaccurate or incomplete

Please be specific, as this will help speed up our response (continue on a separate sheet if you need to).

## 5 Please explain how we should correct it

Please be specific, as this will help speed up our response (continue on a separate sheet if you need to).

## 6 Please provide an example of the inaccuracy and/or evidence to support your request

Please provide examples of incorrect or incomplete personal data that we hold and what it should be. (You may attach additional sheets or documents if necessary.)

## 7 Declaration

I (print name)

certify that the information given on this form is true to the best of my reasonable knowledge and belief. I understand that NS&I may need to ask for more information, in order to confirm my identity and respond to my request.

Signed

Date

## What next?

Check that you have signed the form and, if applicable, included any further evidence to support your request.

Send this form to: NS&I Data Protection Team, Sunderland SR43 2SB.

We'll reply within one month of receiving all the necessary information from you.

## Any questions?

Call us free on **08085 007 007** and we'll be happy to help. We're here in the UK every day.

Calls from the UK are free. We may record your call to help us give you the best service.

## For NS&I use only

☐ ID verified

R2R ref

Date