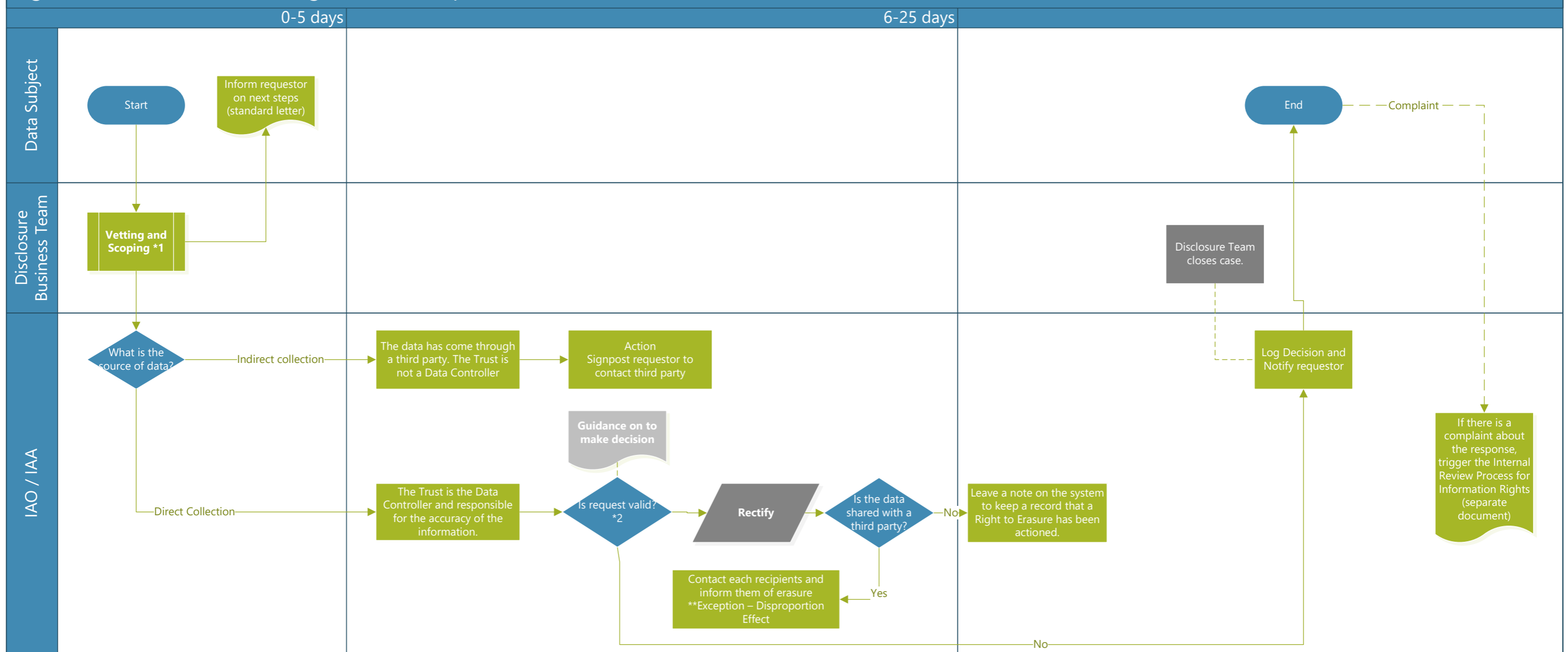


# Right to Rectification – Meeting Article 16 requirements



### Vetting and Scoping (1)

- Identification and Vetting of individual making request or the data subject affected.
- Log on icasework for tracking
- Identify the right manager / social worker the request needs to go to.

### Is this a valid request (2)

Does the request meet the inaccuracy criteria?

- Review for subjective Inaccuracy
- Review for objective Inaccuracy

Or Does the request meet incomplete criteria?

### Objectively Inaccurate

- Check if the inaccuracy is fact based. Eg: incorrectly formatted name, Spelling mistake in name or contact number
  - Verify Accuracy and record decision on decision form.
  - Update records
  - Return Decision form to Disclosure Team.
- Write to individual and advice record has been updated.

### Subjectively Inaccurate

- Check if the inaccuracy is opinion based. Eg: disagreement about an assessment or a report, a document to complement the opinion.
  - Undertake reasonable checks. Where data is accurate request is turned down. Where data is inaccurate the every reasonable measure must be taken to rectify it. Where there is a dispute opinion, keep both versions.
- If data has been shared with multiple organisation, each recipient MUST be notified (unless exemption applies)

### Incomplete

- Check if the data is incomplete.
- Ensure reasonable steps are undertaken to complete the record. Officer will need to consider the existing purpose of processing when undertaking this step and ensure the completed record is fair, proportionate and complete.