

# INDIVIDUAL'S RIGHTS SERIES:

## 3. THE RIGHT TO RECTIFICATION

**INACCURATE  
INFORMATION?**

**INCOMPLETE  
INFORMATION?**

**WRITE TO  
THE  
CONTROLLER**

State inaccuracies, or explain why the information is incomplete

Controller must take reasonable steps to confirm the inaccuracies/incompleteness and rectify/complete the data where required.

If the controller believes the information to be accurate/complete, they do not need to do anything.

They controller may add a statement to the effect that the accuracy or completeness of the data is disputed (if unreasonable for controller to rectify).