

## DATA RECTIFICATION POLICY

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As a firm holding a large quantity of data, we are entitled to write counter-correspondence to request that the data subject specifies the information or processing activities to which the request relates.

On receiving the above information, if a data subject recognises any information we hold at the time of the request to be inaccurate, then we will adhere to a request, as controller of the information, to rectify any inaccuracies identified.

Furthermore, where a data subject makes it known that their personal data is incomplete, we will acknowledge and act on any request to complete the data, or in lieu provide a supplementary statement.

A supplementary statement would advise on the data currently being held, and if the data could not be immediately acted upon, this document would advise on the course of action to be taken by the firm.