

# 03

## Your Individual Rights



The right to get your information corrected

### Inaccurate or incomplete personal information?

#### > Writing to the organisation



*State the inaccuracies*



*Explain why the information is incomplete*



*Explain how it should be corrected*



*If possible provide evidence of inaccuracies*

#### > The organisation



*Must take reasonable steps to confirm and rectify inaccurate / incomplete information*



*Doesn't need to do anything if they believe the information is accurate/complete*



*May note the information as disputed if they can't reasonably rectify it*



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