

# Your Information, Your rights

## The right for data held about you to be rectified or destroyed

### Key points

**Under the new data protection law individuals have rights over their information**

---

**You have the right to request for information held about you to be rectified**

---

**You have the right to request for information held about you to be erased**

---

**There are exemptions to this**


---

**All requests are to be made to the Information Governance Team**

---

**Requests take 30 days to process**

---

 Information Governance Team

Solent NHS Trust  
Highpoint Venue  
Southampton

SO19 8BE

**Email:**


[InformationGovernanceTeam@Solent.nhs.uk](mailto:InformationGovernanceTeam@Solent.nhs.uk)

**Tel:** 0300 123 3919

For a translation of this document,  
an interpreter or a version in

large print or  or 

please contact Access to Communication

 0300 123 3267

© Copyright reserved, Solent NHS Trust.

### What are your rights?

The General Data Protection Regulations (GDPR) 2016 gives individuals more rights over the data held about them, by organisations (known as Data Controllers), such as Solent NHS Trust.

There are eight rights under GDPR, but this leaflet concentrates on your individual rights for information held about you, by organisations to be rectified or erased.

So what does this mean and how does it work...

### Right to rectification

This right means that if you believe the information held about you is inaccurate or incomplete, this can be rectified or modified.

However please be advised that in cases where you do not agree with clinical opinions this will not always be rectified, but your objections will be noted.

### Right to erasure

This is often referred to as the "right to be forgotten". This right only applies to data, where consent is required before data is collected, used or stored.

It also only applies when;

- Consent has been withdrawn and there is no other legal ground for processing
- the data is no longer necessary for the purposes for which it was collected.

Please note with regards to;

- patient data, collected for direct medical care
  - staff data, collected for direct employment
- consent is not used as the legal basis for collecting, using or storing data and therefore this right does not apply.

### How do you make a request for information to be rectified or erased?

If you would like to make a request for data held about you to be rectified or erased, we require you to make your request in writing, outlining the data in question and your reasons for making the request, to the Information Governance Team.

Your request will then be reviewed by our Data Protection Officer, who will process the request and respond within one month.

For further information contact the Information Governance Team.