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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