

Subject Rights – Rectification and Deletion

Sussex Police are a [Competent Authority](#) (a person specified in Schedule 7 of the Data Protection Act 2018) who process personal data under Part 3 of the Data Protection Act 2018 (DPA 2018) for a law enforcement purpose. Under Article 46 (Right to Rectification) and 47 (Right to Erasure) of the DPA 2018, individuals have the right to request any inaccurate / incomplete data is amended or deleted.

Further details on your Rights to Rectification and Erasure can be found on the Information Commissioners Office (ICO) website:

- ICO Rights To Rectification: [Right to rectification | ICO](#)
- ICO Rights To Be Forgotten: [Right to erasure | ICO](#)

As a Competent Authority, Sussex Police retain accurate records of allegations made at the time of reporting and throughout the investigative process, even if the allegations are unfounded or No Further Actioned (NFA). These records are retained under our statutory functions and where processing is necessary for the performance of a task carried out by a competent authority.

The definition of statutory function for 'law enforcement purposes' is the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

Law enforcement data is retained under our [Retention Schedule](#) which relies on the Management of Police Information (MoPI) and clear offending periods.

Requests for rectification can be accepted verbally or in writing. Due to the sensitive nature of the information, we process, Sussex Police will always require photographic identification to validate your identity. If this is not provided then we will not be able to confirm your identity, and the request will be refused.

To submit a request for Rectification or Erasure, please complete the relevant form below:

- Online Rights To Be Forgotten: [Online Application Form - RTBF](#)
- Online Rights To Rectification: [Online Application Form - RTR](#)

If you would prefer a MS Word version of the form, please email Information.Management@sussex.police.uk

We will respond to your request within one month of confirmation of your application request and confirmation of identity.

The above only applies to data held on Sussex Police systems. If you are requesting erasure of fingerprints, DNA or information held on the Police National Computer (PNC) / Law Enforcement Database (LED), then you will need to make an application directly to ACPO Criminal Records Office (ACRO) who oversee this process: [ACRO Record Deletion Request](#).

Sussex Police will review your request and if your personal data is found to be inaccurate or incomplete, we will seek to amend this by rectifying or deleting the data. If we are unable to amend the information, we will add a supplementary statement to ensure your views are fully recorded to support any further processing (such as for a Disclosure and Barring Service (DBS) check).

If we decide not to take action in response to your request for rectification / erasure, we will provide a detailed rationale and inform you of your right to complain to the [ICO](#).