

To:

[Name of organisation]  
[Address or P.O. Box]  
[Postcode and town/city]

[date]

Subject: request for [rectification / destruction] of personal data

Dear employee of [name of the organisation],

You process my personal data. With this letter I request that you [rectify / supplement / destroy] my data.

[State the reason(s) why, in your opinion, your personal data should be rectified, supplemented or destroyed.]

[State which data you would like to have rectified, supplemented or destroyed, and the amendments that should be made:

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I rely on my right to rectification from the Dutch Police Data Act (Wpg) for this request.

**What do I ask of you?**

I would like to receive a written reply from you within four weeks, with an indication of whether, and if so, to what extent, you honour my request.

Did you receive my personal data from another organisation or provided them to another organisation in the past year? Then you will have to pass on the amendments to those organisations as well.

Are you unable to comply with my request? Then I would like to know the reason why.

With kind regards,

[Name]  
[Address]  
[Postcode and town/city]