

REQUEST TO AMEND OR CORRECT A RECORD TEMPLATE



**Utah Office of
Data Privacy**

DISCLAIMER

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REQUEST TO AMEND OR CORRECT A RECORD

Utah Code §§ 63A-19-403 & 63G-2-603

The Government Data Privacy Act (GDPA) allows an individual to request a governmental entity amend or correct:

- personal data furnished to a governmental entity; and
- information concerning an identifiable individual contained in a record maintained by the governmental entity.

The Government Records Access and Management Act (GRAMA) also allows an individual to contest the accuracy or completeness of any public, private, or protected record concerning the individual.

A governmental entity is not required to amend or correct a record but if a request is denied, an individual may submit a written statement contesting the information in the record. This statement will be filed with the disputed record and disclosed along with the information in the record. An individual may appeal a denial as provided in the Administrative Procedures Act found at Utah Code § 63G-3-101 et seq. or to district court.

Any personal data provided on this form will be used for the purpose of processing your request. If the personal data requested by this form is not provided, your request will be denied. Your personal data may be shared within the governmental entity to process your request, but it will not be sold. Your personal data is included in Record Series # (include the number of the record series and a hyperlink).

Applicant's name:

Address:

Email:

Phone number:

Describe the personal data/record you are asking to be amended (attach a copy if feasible):

Explain why you believe the personal data/record should be amended or corrected:

Dated:

Signature of applicant:

APPROVAL/DENIAL OF REQUEST TO AMEND OR CORRECT

- ☐ Your request to have personal data/records be amended or corrected has been granted.
- ☐ Your request to have personal data/records be amended or corrected is denied because: