



Lamplight and the Right to Rectification

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It is important that the personal information that you record into Lamplight is accurate. Under the General Data Protection Regulations, the principle of accuracy is enshrined in law. Personal data should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

We have another factsheet on the erasure of data. This factsheet is concerned with how to rectify data in Lamplight. More information on the Right to Rectification can be found on the ICO website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/>

To correct inaccurate personal information you will need to open the profile. You can search for the profile using the live search in the top right-hand corner of the system. Alternatively, you can access them through the main menu or work and other records in which the data subject is listed.


There are two ways of editing information in the profile.


1. Single pieces of information

In any profile, you can edit a single field by double-clicking on the information that's already there.

<i>Gender:</i>	Male
<i>Date of birth (approx if not known):</i>	16/09/1967 (age: 50)
<i>Ethnicity:</i>	Mixed/Multiple ethnic groups

Once you have double-clicked on the field it will allow you to edit.

<i>Gender:</i>	Male
<i>Date of birth (approx if not known):</i>	16 ▾ September ▾ 1967 ▾ 
<i>Ethnicity:</i>	Mixed/Multiple ethnic groups



Click the 'save' button when you're done. Click the tab label to reload the tab content without saving.

2. Editing several fields at once

To edit all the items in a tab, use the larger 'edit' button on the right-hand-side.

<i>Gender:</i>	Male	<input type="button" value="Edit tab"/>
<i>Date of birth (approx if not known):</i>	16/09/1967 (age: 50)	
<i>Ethnicity:</i>	Mixed/Multiple ethnic groups	

This will open all the fields in that tab, and you can alter the ones that you need. Don't forget to click 'save' at the bottom of the page when you have finished editing.