Amphibian Survival Alliance

Data Correction Request Form

At Amphibian Survival Alliance (ASA), we are committed to ensuring the accuracy and integrity of the personal data we hold. In line with our Data Privacy and Protection Policy, we recognize your right to request corrections to any personal data that you believe is inaccurate, incomplete, or out of date.

If you have identified a potential error in the personal data that ASA holds about you, please use this Data Correction Request Form to formally submit your request for correction. Providing as much detail as possible will help us to process your request efficiently and effectively.

ASA will review all requests and, where appropriate, make the necessary changes to your personal data in accordance with applicable data protection laws and our internal policies. If we need additional information to process your request or if your request cannot be fulfilled, we will contact you with further details.

Please read the instructions carefully before completing the form. Your cooperation and accurate information are crucial for us to address your request promptly.

**Instructions:**

1. Fill in all sections of the form with accurate information to the best of your knowledge and belief.
2. If a section does not apply to your situation, please indicate this by writing 'N/A' in the provided space.
3. Once you have completed the form, please sign and date at the designated area at the bottom of the form to confirm the accuracy of the information provided.
4. Include any relevant supporting documentation that can validate your correction request. Attach these documents to your form upon submission.
5. Double-check the information and attached documents to ensure that your request is clear and that all necessary details have been included.
6. Submit the completed form and any attachments to ASA Programs Director, Candace Hansen ([cmhansen@amphibians.org](mailto:cmhansen@amphibians.org)).

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Date:** |  |

Please provide a detailed description of the data you believe is inaccurate or incomplete.

Please specify the exact changes you would like to be made to your personal data.

Attach any relevant documents that support your request for correction. This may include identification documents, official records or other materials that verify the accuracy of the corrected data.

Attachment 1:

Attachment 2:

Attachment 3:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that the information provided in this request form is true and correct to the best of my knowledge and belief. I understand that Amphibian Survival Alliance (ASA) is committed to maintaining accurate and up-to-date personal data, and I am submitting this request to correct data inaccuracies pursuant to ASA’s Data Privacy and Protection Policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**FOR ASA USE ONLY**

|  |  |
| --- | --- |
| **Received by:** |  |
| **Date received:** |  |

**Action Taken:**  
[ ] Data corrected

[ ] Request denied (provide reason):

[ ] Further information required (specify):

|  |  |
| --- | --- |
| **Processed by:** |  |
| **Date processed:** |  |