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SCOTTISH STATUTORY INSTRUMENTS

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**2003 No. 581**

**The Pupils' Educational Records (Scotland) Regulations 2003**

**Rectification and erasure of inaccurate information**

**10.**—(1) This regulation applies where a parent makes a request to the responsible body to rectify or erase any of the information in educational records, to which that parent would be entitled to make a request for disclosure under regulation 5(1) or 5(2), which that parent regards as inaccurate.

(2) A responsible body shall not be required to take any action in response to a request under paragraph (1) unless the parent making that request—

- (a) supplies sufficient information for the responsible body to locate the information regarded as inaccurate;
- (b) specifies in what respect the information is inaccurate; and
- (c) specifies in what manner the parent considers the responsible body should rectify the information or what part of the information should be erased.

(3) If the responsible body is satisfied that the information to which the request under paragraph (1) relates is inaccurate, they shall—

- (a) rectify or erase the inaccurate information;
- (b) rectify or erase any expression of opinion which appears to the responsible body to be based on the inaccurate information; and
- (c) provide to the parent who made the request a copy of the rectified information.

(4) If the responsible body is not satisfied that the information to which the request under paragraph (1) relates is inaccurate, they shall notify the parent who made the request with reasons for their decision.