

RIGHT TO RESTRICT PROCESSING REQUEST FORM



You are entitled to request us to restrict processing of any personal data we hold about you under EU General Data Protection Regulation (GDPR), where we have no overarching legal reason to retain it.

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later - such as verification of your identity or clarification of the particular piece of information you're referring to.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we restrict processing on and responding to your request.

You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name:

Address:

Contact telephone number:

Email address:

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- **YES:** I am the data subject. I enclose proof of my identity (see note below).

(Please go to Section 4)

- **NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see note below).

(Please go to Section 3)

PROOF OF IDENTITY

To ensure we are restricting processing data of the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1) Proof of Identity

Passport, photo driver's license, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from section 1)

Full name:

Address:

Contact telephone number:

Email address:

SECTION 4: Reason for restriction of processing request

Given the sensitive nature of restricting processing of personal data, GDPR Article 18(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish processing of your data to be restricted and please attach any justifying documents to this one.

Please tick the appropriate box:

- You are contesting the accuracy of the personal data and wish us to restrict processing whilst the accuracy of the data is verified.
- You consider the processing of the data to be unlawful and oppose the erasure of it.
- You wish us to retain the data for the establishment, exercise or defence of legal claims.
- You object to our processing of your personal data as is your right under Article 21 of the
- GDPR.

SECTION 5: What information do you wish to restrict processing on?

Please describe the information you wish to restrict processing on. Please provide any relevant details you think will help us to identify the information. Providing the URL for each link or location of the data you wish to be removed would be helpful.

Also, please explain, if it is not abundantly clear, why the linked page or location of the data is about you or the person you are representing on this form.

SECTION 6: Declaration

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to _____ is true. I understand that it is necessary for _____ to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed: **Date:**

Documents which **must accompany this application:**

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorization from the data subject to act on their behalf (if applicable)
- Justification for restriction of processing of data (see section 4)