

**Request to Restrict Processing Form**

Under the General Data Protection Regulations, you have the statutory right to ask to ‘block’ or suppress the processing of your personal information. Organisations will be required to restrict the processing of personal data in the following circumstances:

* Where an individual contests the accuracy of the personal data, the processing of the data should be restricted until the accuracy of the personal data has been verified
* Where an individual has objected to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests) and the organisation is considering whether its legitimate grounds override those of the individual
* When processing is unlawful and the individual opposes erasure and requests restriction instead
* Where an organisation no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim

To help us carry out this request, please carefully complete this form, read and sign the declaration, and then send the completed form, along with proof of identity to Hoople Limited.

In order to protect your confidentiality, **you will need to supply proof of your identity. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence.**

You can take this document to the Hoople Offices at Plough Lane, Hereford, or alternatively you can send a copy via email to data.protection@hoopleltd.co.uk or by post to the Data Protection Officer, Hoople Limited, Plough Lane, Hereford HR4 0LE.

**Section 1 - Details of the person making the request**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Date of birth: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |

**Section 2 - Are you requesting information about yourself?**

If yes - please go to **section 4.**

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. Hoople will contact you if further evidence is required (please complete **section 3**).

**Section 3 - Details of the Data Subject (if your request is on behalf of someone else)**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |
| Relationship to subject: |  |

**Section 4 – Right to restrict processing**

Please provide details of the personal information you are requesting to be restricted from being processed. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

|  |
| --- |
| Please provide details of the specific service, the process, and the personal data for which you are asking for the processing to be restricted |
|  |
| Please indicate the category under which your request is being made | Please tick |
| You have contested the accuracy of the personal data, and request that processing of the data should be restricted until the accuracy of the personal data within your ‘data rectification request’ has been resolved |  |
| You have submitted an ‘objected to the processing’ of your data and while your request is being considered, the processing of the data should be restricted until the outcome of your processing request has been resolved |  |
| You consider that the processing of the data is unlawful and you oppose the erasure of your data and request the restriction of the processing of your data instead |  |
| You require your data to be retained longer than the published data retention period to establish, exercise or defend a legal claim |  |

**Section 5 - Declaration**

I certify the information on this form is true and correct

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address on page 1.

We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons. The Data Protection Officer will be happy to give you an explanation of your rights under the Data Protection Act/ General Data Protection Regulations.