



RIGHT TO RESTRICT PROCESSING REQUEST

Privacy Declaration

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Right to Restrict Processing Request

GDPR gives individuals the right to restrict the processing of their personal data in certain circumstances. This means that an individual can limit the way that an organisation uses their data, although it will continue to be stored by the organisation. This is an alternative to requesting the erasure of their data.

This is not an absolute right and only applies in certain circumstances. For full details please see the Council's Privacy Notice.

Your Details

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Email address	
Date of birth	
National Insurance Number	

If you are making a request on behalf of someone else, you will also be required to provide their details and will need to provide evidence that you are entitled to make the

request on their behalf. For example, if you are the subject's parent, we will need a copy of the long-form birth certificate that includes your name and address.

On most occasions, as a third party you will also need to provide a written authority from the data subject that includes their name, address and signature.

Data Subject Details (if different from above)

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Date of birth	
National Insurance Number (if applicable)	
Details of Identification documents attached	

Request Details

Only under the following circumstances can an individual lawfully request to restrict processing of personal data.

Which circumstances are you basing your restriction request on?

I wish to contest the accuracy of my personal data and have the accuracy of the data verified	
I believe the data has been unlawfully processed but do not wish to request the erasure of the data	
My data is no longer considered needed, but I want my data to be kept in order to establish, exercise or defend a legal claim	
I have requested my data to be rectified and am requesting restriction while that request is being considered	
I have objected to my data being used and am requesting restriction while that request is being considered	
Another reason (uncommon) – please provide details	

Select the areas(s) from which you are requesting restriction on the processing of your data?

Human Resources		Environmental Services	
Housing Benefits		Democratic Services	
Council Tax		Parking Services	
Housing Services		Other – please give details	

Evidence

You must provide evidence of your identity - we require photographic ID that includes your date of birth and signature such as a driving license, passport or ID card. If you are unable to provide such evidence, please contact us to discuss alternative options.

Failure to provide proof of identity will delay your request.

Declaration

I certify that the information given on this application form is correct. I understand that I will have to provide proof of my identity. I understand that the Council must confirm my/the Data Subject's identity, and that it may be necessary for the Council to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signature of applicant:	
Date:	
Relationship to Data Subject (<i>where applicable</i>)	

When complete, please return to:

**Data Protection Officer,
Town Hall,
St Nicholas Street,
Scarborough,
YO11 2HG**

Email: dataprotection@scarborough.gov.uk