**Your right to restrict processing**

You have the right to request the restriction or suppression of your personal data in certain circumstances. This means that the council may still store the data but that it will not be used.

The form below sets out the detail we will need in order to process your request but you do not have to complete this form if you would prefer to contact us in another way.

You can make this request verbally or in writing using the contact details below:

You can write to us at the address below:

Data Protection Officer

Blackdown House

Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

You can email us at dataprotection@eastdevon.gov.uk

You can phone us on 01395 517417

We will process your request within one month of receiving and validating it. In some cases, if the request is particularly complex, we may not be able to respond within one month and will then contact you to explain this and that we need more time. In any case your request will be dealt with within 3 months.

If we are not able to comply with your request we will explain the reasons for this.

If you have any questions about your request or if you need help to complete this form, please call 01395 517417 or email dataprotection@eastdevon.gov.uk

**SECTION 1: Your details**

|  |  |
| --- | --- |
| **Title** | Mr Mrs Miss Ms Other (please state) |
| **First name** |  |
| **Last name** |  |
| **Maiden names** |  |
| **Other names you may be known by**  |  |
| **Date of birth** |  |
| **Your current address** |  |
| **Email address** |  |
| **Telephone/Mobile** |  |

**Requests from third parties**

If you are making this request on behalf of someone else, you must enclose their written authority for you to act on their behalf. We may contact them directly to confirm that they understand the process and that they consent to you acting on their behalf.

**Requests about children**

If you are making a request on behalf of children in your care, we will require proof of parental responsibility or legal responsibility for that child. This could be in the form of a photocopy of the child’s birth or adoption certificate. If a child is aged 13 or over, and is capable of consenting to this request, they should do so. If this is not possible, please let us know.

**SECTION 2 – The data you would like to be restricted**

Please outline below the personal data which you believe the council is processing about you and which you would like to be restricted.

|  |  |
| --- | --- |
| Housing benefit or Council Tax benefit claims |  |
| Council Tax accounts  |  |
| Housing tenancy issues  |  |
| Employment with the Council  |  |
| Planning applications  |  |
| Homelessness applications/register  |  |
| Other – please specify below |  |

Please tell us the reason why you want us to restrict processing. This may be because you have issues with the content of the information or with the way we have processed it. Please also indicate how long you would like us to restrict processing for.

|  |
| --- |
|  |

We will contact you if we need further clarification or confirmation of identity.

**SECTION 3 – Using your information**

The information you provide on this form will be held securely by East Devon District Council and will be used to process your request. We may use your contact details to keep you informed about progress with your request or to seek clarification from you.

If we have shared your data with any third party organisation, we will inform them of any restrictions imposed on further processing.