



**DROITWICH SPA  
HIGH SCHOOL  
AND SIXTH FORM CENTRE**

### **Data restriction request form (GDPR compliant)**

Under the General Data Protection Regulation, you have the right to restrict the processing of your data in certain circumstances. Restricting the School from processing your data means that the School will continue to hold the data but will stop processing it.

The School will be required to restrict the processing of your personal data in the following circumstances:

- where you tell the School that the data it holds on you is not accurate. Where this is the case, the School will stop processing the data until it has taken steps to ensure that the data is accurate
- where the data is processed for the performance of a public interest task or because of the School's legitimate interests and you have objected to the processing of data. In these circumstances, the processing may be restricted whilst the School considers whether its legitimate interests mean it is appropriate to continue to process it
- when the data has been processed unlawfully
- where the School no longer needs to process the data but you need the data in relation to a legal claim.

Once completed, please submit this form to The Chief Privacy Officer.

<b>Personal details</b>	
Your name:	
Employee/Student (delete as applicable)	
Department/Tutor Group	
Contact Telephone number:	
Contact Email address:	
Home address:	
<b>Data you wish to be subject to restriction</b>	
Please use the space below to describe, in as much detail as possible, the data which you wish to be subject to restriction	
<b>Reason for request</b>	
Please indicate below which of the reasons set out above applies to your request	
I confirm that I am the <b>employee/student/parent/carer</b> (delete as applicable) <b>named above/of the above named</b> (delete as applicable) and the information requested above is in relation to <b>me/them</b> (delete as applicable). I understand that I may be required to provide evidence to verify my identity/I understand that in the event of the student being over 13 their consent will have to be obtained to release the data to me.	
<b>Your signature:</b>	
<b>Date:</b>	