

Right to Restrict Processing Procedure

The Data Protection legislation 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. This is an alternative to requesting the erasure of their data.

1. Right to Restrict Processing

Under the Right to Restrict Processing, individuals have the right to request the restriction of the processing of their personal data in the following circumstances:

- where the individual contests the accuracy of their personal data and the University verifies the accuracy of the data;
- the data has been unlawfully processed (ie in breach of the lawfulness requirement of the first principle of the UK GDPR) and the individual opposes erasure and requests restriction instead;
- the University no longer needs the personal data but the individual needs to keep it in order to establish, exercise or defend a legal claim; or
- the individual has objected to the University processing their data under Article 21(1), and the University is considering whether its legitimate grounds override those of the individual.

2. Right to Restrict Processing Procedure

Individuals submitted a request to restrict processing must follow this Procedure:

- a) Make a request in writing to the Information Compliance team at compliance@lincoln.ac.uk;
- b) The request should include documents confirming the identity of the Data Subject such as a driving licence, passport, staff/student ID card etc. If the team cannot verify your identity, the request will be closed after 30 days; and
- c) The request should provide detail about the information the Data Subject wishes to restrict, including where and whom the information is believed to be held by. These details allow for the efficient location and erasure of the information requested.

Any queries about requests should be directed to the Information Compliance team at: compliance@lincoln.ac.uk

3. Dealing with Requests

Once the University receives a request, the Information Compliance team will issue a response within one month of receipt.

The Right to Restrict Processing is not an absolute right and it is not guaranteed that the University will be able to comply with your request.

4. Refusing a Request

Should a request be refused, the Data Subject will be informed of the reasons why it is refused and will be informed of their right to complain to the Regulatory Authority and to a judicial remedy, within one month of receipt of the request.

Right to Restrict - Request Procedure Flowchart

