**Right to Restrict or Object to Data Processing (RODP)**

You are entitled to request that information we have about you be restricted or supressed under the GDPR 2018 regulations. This form is for any person who wishes to apply for the right to restrict or suppress their personal data or to object to the processing for the purpose of direct marketing of their personal data held by Wessex Archaeology. Please read the guidance note below to help you fill in the form correctly.

The right to have personal data restricted or supressed is not absolute and only applies in certain circumstances (see Article 18 and 21(1) of the GDPR for full details). In brief this gives you the right to request we restrict the processing of personal data in certain circumstances and/or limit what the data you provide can be used for. This restriction might only be in place for a limited time and only applies if:

* You are contesting the accuracy of your personal data and we are verifying the accuracy of the data;
* the data has been unlawfully processed (i.e. in breach of the lawfulness requirement of the first principle of the GDPR) and you oppose erasure and requests restriction instead;
* we no longer need the personal data but the you need us to keep it in order to establish, exercise or defend a legal claim; or
* you have objected to us processing your data under Article 21(1), and we are considering whether we have legitimate grounds the override yours.

In addition, if you have:

* challenged the accuracy of your data and asked for us to rectify it (Article 16), you also have a right to request we restrict processing while we consider your rectification request; or
* you have exercised your right to object under Article 21(1), you also have a right to request we restrict processing while we consider your objection request.

Individuals have the absolute right to object to the processing of their personal data if it is for direct marketing purposes.

Individuals can also object if the processing is for:

* a task carried out in the public interest;
* the exercise of official authority vested in you; or
* your legitimate interests (or those of a third party).

Your request will be processed within 30 calendar days upon receipt of an R/ODP and proof of identity.

**We can refuse to comply with a request for erasure if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If a request is manifestly unfounded or excessive we will charge a "reasonable fee" to deal with the request or refuse to deal with the request. In the event of the above we will inform you and the reason for our refusal.**

**NOTE: This is not a mandatory form – R/ODP requests made in other formats will also be accepted but this form is designed to speed up the process.**

* **Section A** – please fill in full your name and address – we will ask you to provide proof of identity to confirm that you are the person asking for the information. This must be photo identification.

1. **Your details**

|  |  |
| --- | --- |
| Full Name of Applicant: |  |
| Signature  I certify that the information on this application form is true. I understand that it is necessary for Wessex Archaeology to confirm my identity to be able to locate the correct personal data. |  |
| Address |  |
| Date |  |

Please return this completed form to [info@wessexarch.co.uk](mailto:info@wessexarch.co.uk)

Documents which must accompany this document

* Evidence of your identity – photographic *this will be deleted after the request has been processed and accepted and the case is closed*

General Notes

We will acknowledge receipt of your application, this might be in an email or in writing you will be provided with a reference number to refer to.

1. **Our information – please do not fill in this section of the form**

|  |  |
| --- | --- |
| **Reference Number** |  |

|  |  |
| --- | --- |
| Date received |  |
| Date information returned |  |
| Does it relate to personal data? |  |
| Is the person entitled to view the data? |  |
| Is it work related data or the intellectual property of the organisation? |  |
| Is the request unfounded or excessive? |  |