



COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

Data Protection
Request for Restriction of Personal Data Form DP-SL-04

Request for restriction of personal data under the Data Protection Act 2018 and the General Data Protection Regulation 2016

Part 1 - Data Subject Personal Details

Please complete all fields using block capitals.

Full Name:

Address:

Email address:

Contact telephone number:

Part 2 - Verification of Identity

Verification of identity and proof of address are required in order to accurately process your request.

Note: Documents provided will not be retained once a response to this query has issued.

I enclose as verification of my identity a photocopy of my:

Passport: Driving Licence: : Other:
please specify:

I enclose as proof of my address, a photocopy of:

A Utility Bill: A Government Letter: Other:
please specify:

If you are acting on behalf of the Data Subject (solicitor, parent/guardian), please provide evidence of same:

Letter of Authority: Lasting or Enduring Power of Attorney:
Evidence of Parental Responsibility: Other:
please specify:

Part 3 – Personal Data to be Restricted

Please provide full details of the personal data you wish Clare County Council to restrict, including the period the data was held and any reference numbers relating to your dealings with the council. It is important to clarify if some or all of the data is to be restricted.

Information:

Department name:

Please specify the dates to which your enquiry relates - from:

to:

Reference number(s) (if known):

Part 4 – Reason for Restriction

I make this request further to the fact:

I have contested the accuracy of information held by you and I request that you restrict any processing until you are in a position to confirm the accuracy of my personal data

Your processing of my personal data is unlawful but I ask you to restrict the processing of my personal data rather than erasing it

I understand you no longer require my personal data for the purposes collected but I require my personal data for the establishment, exercise or defence of legal claims

I have objected to your processing of my personal data and I request that you restrict any processing until you are in a position to confirm whether you have legitimate ground to override my objection

Part 5 - Declaration by Requestor

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name (block capitals):

Date:

Please return your completed form, along with accompanying documentation to:

Data Protection Officer
 Clare County Council
 Áras Contae an Chláir
 New Road
 Ennis
 Co. Clare
 V95 DXP2
 Telephone: 065 682 1616
 Email: dpa@clarecoco.ie

Checklist	
Have you:	
1. Completed the Request for Restriction form in full -	YES/NO
2. Signed and dated the declaration on the form -	YES/NO
3. Included an appropriate form of Photo ID -	YES/NO
4. Included a copy of a recent utility bill or government letter -	YES/NO
5. Included a letter of consent to Solicitor/Parent/Guardian (where applicable) -	YES/NO

Privacy Statement

Clare County Council processes all personal information in accordance with the General Data Protection Regulation 2016 and the Data Protection Acts, 1988 to 2018.

The personal information (data) collected on this form, including any attachments, (which may include collection of special category data) is collected for the purpose of processing this application and any data collected is subject to Clare County Councils privacy statement which can be found at - www.clarecoco.ie/privacy-statement