

Restriction of Processing Procedure

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Version Control				
Title	Restriction of Processing Procedure			
Description	The management of requests to restrict the use of personal information under the GDPR. It defines a process for achieving legislative requirements and ensuring effective and consistent management of requests.			
Created by	Mike Moore			
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Purpose

This procedure provides DE Photo (Franchising) Ltd (referred to as the company here after) with an overarching framework for the management of requests to restrict the use of personal information for natural living individuals under the General Data Protection Regulation (GDPR). It defines a process for achieving legislative requirements and ensuring effective and consistent management of requests.

Prerequisites

For this procedure to be followed the following conditions need to be met:

- All parties need to be aware of their roles and responsibilities.
- The following documents need to be current and available to the relevant parties:
 - Data Protection Policy
 - Legitimate Interests Assessment (LIA)
- All relevant parties have read/write access to the file storage/management system.
- All parties have had the relevant training and the training is current and up to date.

Conditions

A request has been made regarding personal information held.

The request contains information to perform validation.

The request contains actionable information.

The request pertains to ongoing processing.

All logs and checks are available to document requests.

Outcomes

Data subject rights are fulfilled

Data subject is responded to within 1 month

The request and outcomes of the request is logged and stored

Process

Verifying the conditions sub-process

1. Where a communication has been made it should be considered a restriction request if:
 - a. The communication has been made on behalf of a data subject.
 - b. There is a request not process information for that data subject for any purposes other than storage.

Enacting the restriction request sub-process

This sub-process must be complete within 30 days of receiving the request. Where it seems likely that this will not be the case, the data subject should be contacted and informed within reasonable timeframe for the information to be transferred and the reasons for the delay.

1. Create a folder in:
Dropbox: \GDPR\Documents\File Locations\Restriction Request
with name convention:
[Branch]-[Surname]-[Date]-[Doc Number]
for example HO-Moore-16-05-2018-001
2. A request for restriction should only be enacted if one of the following situations applies:
 - a. The accuracy of data has been contested
 - b. The processing is unlawful but the subject does not want their data erased
 - c. The data is no longer needed apart from for establishment, exercise or defence of legal claims
 - d. An objection to processing has been raised on the data subject's behalf
3. Get the Data Protection Officer to verify the decision.
4. If the restriction request is valid, use the Information Asset Register (IAR) found at Dropbox: \GDPR\Documents\Final Documents on all processing other than storage and then update the Information Asset Register (IAR). If the restriction request isn't valid then no further action is needed for this sub-process.

Responding to the data subject's request sub-process

1. Where the request was made by electronic means, an email must be sent to the subject indicating whether their request was completed and if not providing a legitimate reason why not. A copy of this email is to be saved to the folder created in step one of the Enacting the Request sub-process.
2. Where the request was made by post, a letter should be written, printed and posted to the data subject indicating whether their request was completed and if not providing a legitimate reason why not. Proof of posting is to be stored in the folder created in step one of the Enacting the Request sub-process.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019