

To

Right to restriction of processing pursuant to Article 18(1) GDPR

To whom it may concern:

Pursuant to Article 18(1) of the General Data Protection Regulation (GDPR) I demand the restriction of the processing of the following personal data without delay:

The following reason exists for the restriction of processing:

- I contest the accuracy of the personal data and demand a verification of the accuracy of the personal data.
- The processing is unlawful and instead of an erasure of the personal data, I request the restriction of their use.
- The personal data are no longer necessary for the purposes of the processing, but I require them for the establishment, exercise or defence of legal claims.
- I have objected to the processing for direct marketing purposes pursuant to Article 21(2), but the verification whether the legitimate grounds of the controller override my interests is still pending.

In line with Article 19 GDPR, you are required to inform other recipients to whom personal data have been disclosed about my demand to have the processing of personal data restricted. Before the restriction is lifted, you have to inform me about this in line with Article 18(3).

Please confirm receipt of my request. In accordance with Article 12(3) GDPR, I ask for information on action taken until the following date at the latest:

In case of non-compliance with my demand, I will contact a data protection authority. Furthermore, I reserve the right to take further legal action, which may include the enforcement of claims for damages according to Article 82 GDPR.

Sincerely,

Signature

Notes on using this sample letter

1. Please enter your address and the company's address. If available, you can add your customer and/or billing number.
2. Write down what processing of data or data categories should be restricted. You can also just write: "Any and all personal data."
3. Choose why you demand the restriction of data processing.
 - a) Accuracy contested: If you contest the accuracy of your personal data and are asking for a verification, the data processing can be restricted during this verification period.
 - b) Unlawful processing: If your data has been processed unlawfully, for instance without your consent, without being based on a contractual obligation or without being in the legitimate interests of a third party, you can demand your data be deleted.
 - c) Data not necessary any longer: If the original purpose of the data processing is not valid anymore, you can ask for the erasure of your data or the restriction of its processing. When data processing is restricted, your personal data is still stored with the company, but temporarily, it may not process them.
 - d) Objection: If you object to the processing of your data according to Article 21(1) GDPR, data controllers have the option to name reasons that might override your right to object. For as long as this verification is pending, you can demand the restriction of data processing.
4. The company needs to respond without undue delay, at the latest within one month of receipt of your request. That's why you can enter a deadline one month and three days (for shipping) after mailing the request.
5. Please send the letter directly to the company in question (not to consumer protection organisations or authorities).

Important: Your request must be handled at no cost to you. Companies can only charge you in cases of unfounded or excessive, repetitive requests.

Find more information on your right to restriction of data processing at YourData-YourRights.eu.

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