



[your contact details][date]

Dear [insert responsible owner at "the institution"],

As Data Controller for any personal data collected in the [insert your objection e.g. equality monitoring process] where you are relying on one of the following lawful bases, 'public task' (for the performance of a task carried out in the public interest), 'public task' (for the exercise of official authority vested in you), or 'legitimate interests,' I ask to exercise a:

### **Right to Object to the processing of personal data collected**

I ask that all processing ceases with immediate effect under Article 21 of the GDPR beyond the direct purposes of the [institution].

### **Basis in law for the request to cease processing**

The UK Data Protection Act 2018 gives individuals the right to object to the processing of their personal data for a task carried out in the public interest; research purposes, and the exercise of official authority vested in you.

[insert details about your particular situation and objection e.g. threat to you if home address is accessed by a former partner or if processing causes substantial damage or distress].

I object to any processing of the personal data provided for administrative purposes, being used for any other purposes and being passed around beyond my institution.

I ask that you cease processing the data you hold for equality monitoring purposes with regards to my sensitive personal data [religion / disability / sexual orientation] unless it is made anonymous and into aggregate statistics, and treated only as statistical data.

I ask that you confirm receipt of this objection and request to withdraw data, and confirm that [any third-party if relevant] has ceased processing as well, without undue delay, and at the latest within one month of receipt of the request.

I also request a copy of all data held about me [insert dates] and ask you to treat this as a Subject Access Request and provide me the information [insert a preferred format if you have one e.g. by email or as a printed file], and within one calendar month.

Thank you.

Sincerely,

[Add your name and contact details]

