

INFORMED CONSENT CHECKLIST

When asking for (explicit) consent, we make sure:

- We have checked that consent is the most appropriate lawful basis for processing.
- We have made the request for consent prominent and separate from our terms and conditions.
- We have asked data subjects to positively opt in.
- We have not used pre-ticked boxes or any other type of default consent.
- We have used clear, plain language that is easy to understand.
- We have specified why we need the data and what we will do with it.
- We have given separate, distinct ('granular') options for consent to different purposes and types of processing.
- We have named our organisation and any third-party controllers who will be relying on the consent.
- We have informed data subjects about their right to withdraw their consent.
- We have ensured that data subjects can refuse to consent without detriment.

Recording consent:

- We will keep a record of when and how we got consent from the data subjects.
- We will keep a record of exactly how data subjects were informed at the time of giving consent.

Managing consent:

- We regularly review consent forms to check that the relationship, the processing and the purposes have not changed.
- We make it easy for data subjects to withdraw their consent at any time and publicise how to do so.
- We act on withdrawals of consent as soon as we can.
- We don't penalise data subjects who wish to withdraw consent.