



GDPR Consent Checklist

Asking for Consent

- We have made the request for consent obvious, and separate from our T&Cs.
- We have asked people to positively and actively opt in (tick to click!)
- We have used plain, clear language which is easy to understand.
- We have clearly specified why we want the data and what we will do with it.
- We have named our organisation and any third parties which will receive the information.
- We have told individuals that they can withdraw their consent. (All requests have a month to be carried out).
- We have ensured that individuals can refuse to give consent and we will not make consent a precondition of a service.

Recording Consent

- We have kept a record of when and how we got consent from the individual.
- We have kept a record of exactly what they were told at the time.

Managing Consent

- We regularly review consent to check that the relationship, the processing and the purpose has not changed.
- We make it easy for individuals to withdraw consent at any time and we have publicised how to do so.
- We act on withdrawals of consent as soon as we can and we do not penalise individuals who wish to withdraw their consent.

Note: This is intended to provide an overview of GDPR and is not a definitive statement of the law. For a definitive guide, check out the [Information Commissioner's Office website](#).