**Consent checklists**

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| --- | --- |
| **Date** |  |
| **Author** |  |
| **Team** |  |
| **Activity being reviewed** |  |

The GDPR sets a new, higher standard of consent for data processing and there are a number of requirements for consent to be deemed valid:

This checklist will assist you in adhering to these new obligations, identify any required actions and act as evidence of your overall compliance.

**Asking for consent:**

☐ 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 ask people to positively opt in.

☐ We don’t use pre-ticked boxes or any other type of default consent.

☐ We use clear, plain language that is easy to understand.

☐ We specify why we want the data and what we’re going to do with it.

☐ We give separate distinct (‘granular’) options to consent separately to different purposes and types of

processing.

☐ We name our organisation and any third party controllers who will be relying on the consent.

☐ We tell individuals they can withdraw their consent.

☐ We ensure that individuals can refuse to consent without detriment.

☐ We avoid making consent a precondition of a service.

☐ If we offer online services directly to children, we only seek consent if we have age-verification measures (and parental-consent measures for younger children) in place.

**Recording consent:**

☐ We keep a record of when and how we got consent from the individual.

☐ We keep a record of exactly what they were told at the time.

**Managing consent:**

☐ We regularly review consents to check that the relationship, the processing and the purposes have not changed.

☐ We have processes in place to refresh consent at appropriate intervals, including any parental consents.

☐ We consider using privacy dashboards or other preference-management tools as a matter of good practice.

☐ We make it easy for individuals 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 do not penalise individuals who wish to withdraw consent.