

# GDPR Privacy Notice Checklist

No.	Information to be provided	✓ / ✗
1.	Have you confirmed your identity and contact details and, where applicable, those of your representative?	
2.	Where applicable, have you provided the contact details of your data protection officer?	
3.	Have you explained the purposes of the processing and the legal basis for the processing?	
4.	If you are relying on the legitimate interests condition, have you explained this and what these interests are?	
5.	Have you provided details of the recipients or categories of recipients to whom you will pass the personal data?	
6.	If you intend to transfer personal data outside the EEA have you explained this and the existence or absence of an adequacy decision by the European Commission, or reference to the appropriate or suitable safeguards and how to obtain a copy of them or where they have been made available.	
7.	Have you explained the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period?	
8.	Have you explained the existence of the right to request access to and rectification or erasure of personal data or restriction of processing or to object to processing as well as the right to data portability?	
9.	Where you are relying on consent to process personal data have you explained the right to withdraw consent at any time?	
10.	Have you explained the right to lodge a complaint with the ICO?	

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11.	If the provision of personal data is a statutory or contractual requirement have you explained this, and whether the data subject is obliged to provide the personal data and the possible consequences of failing to do so?	
12.	Have you explained the existence of any automated decision-making, including profiling, and, given meaningful information about the logic involved, as well as the significance and the envisaged consequences for the data subject?	
13.	Where you have <b>not</b> obtained the personal data from the data subject, have you explained the source of the personal data and, if applicable, whether it came from publicly accessible sources?	

Time for providing the information	Yes / No
Have you collected the personal data from an individual? If so, you must provide this information at the time of collection.	
<p>If you have not obtained the personal data from an individual (for example, because you have received it from another company), you must provide this information:</p> <ul style="list-style-type: none"> <li>• within a reasonable period after obtaining the personal data, but at the latest within one month;</li> <li>• if the personal data are to be used for communication with the data subject, at the latest at the time of the first communication; or</li> <li>• if disclosure to someone else is envisaged, at the latest when the personal data are first disclosed.</li> </ul>	