

Data consent checklist

Here's a useful list to help ensure you maintain high quality data consent standards.

✓ 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 don't penalise individuals who wish to withdraw consent.

Source: ico.org.uk/

Cookie consent checklist

Here's a useful list to help with effective cookie consent management

✓ UNDERSTANDING COOKIES

- We understand what cookies are and what they can be used for.
- We know the difference between session cookies and persistent cookies.
- We know the difference between first party and third party cookies.
- We understand what 'similar technologies' are and how PECR applies to them.

✓ AUDITING OUR USE OF COOKIES

- We know what cookies our online service either already uses or intends to use.
- We have removed any cookies that we don't need.
- We have confirmed the purposes of each cookie.
- We identify what information each cookie processes, including whether they are linked to other information we hold about our users or otherwise involve processing personal data.
- Where personal data is involved, we have ensured that we process this data in line with the requirements of the UK GDPR.
- We have confirmed whether our cookies are session or persistent cookies.
- We have confirmed whether our cookies are first party or third party cookies.
- We have appropriate arrangements in place for the use of any third-party cookies, including what information they share with any third party, how it is shared, and what our users are told.
- We have established how long our cookies last and that this duration is appropriate.
- We have identified those cookies that are strictly necessary, and those that are not.

✓ INFORMATION ABOUT COOKIES

- We have ensured that we provide clear and easy to understand information about the cookies we use.
- We have ensured that our information is comprehensive and covers all the cookies we use.

Source: ico.org.uk

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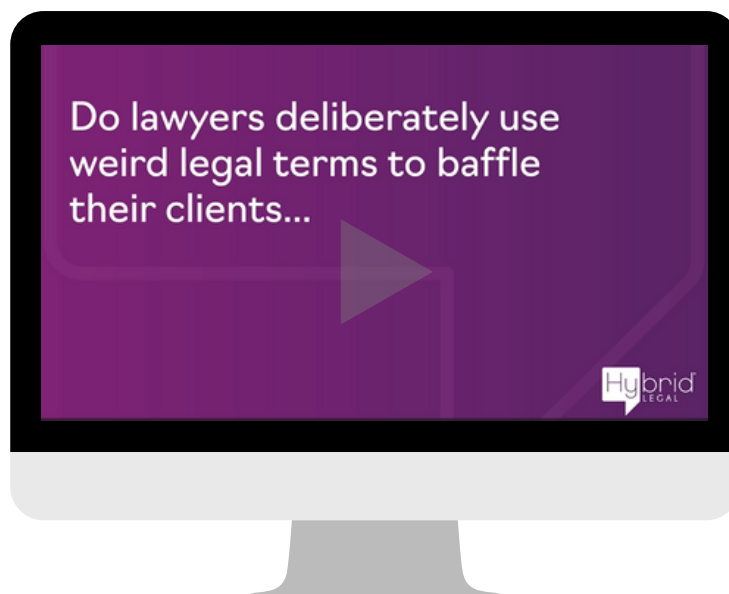
✔ CONSENT FOR COOKIES

- We have implemented a consent mechanism that allows users of our online service to control the setting of all cookies that are not strictly necessary.
- We ensure that our consent mechanism ensures the consent we obtain is in line with the UK GDPR's requirements.
- We keep any records of cookie consent for an appropriate period of time.

✔ DOCUMENTING AND REVIEWING OUR COOKIE USE

- We have documented all of the above.
- We have built in an appropriate review period.

Click below to watch the video



Source: ico.org.uk