**Writing a Privacy Notice - Checklist**

**What to include**

* The name and contact details of our organisation.
* The name and contact details of our representative (if applicable).
* The contact details of our data protection officer or a member of staff who is the point of contact for data protection issues (if applicable).
* The types of data we collect (category), both from the individual and from other sources.
* If we collect from a source other than the person themselves, we detail those sources.
* How we use personal data (the purposes).
* The lawful basis for the processing.
* The legitimate interests for the processing (if applicable).
* If people have to provide personal information by law or under contract, what this entails.
* Who we intend to share the personal data with, either by name or a description of recipients (if applicable), giving reasoning for why this is shared.
* If we transfer the data to non-EEA countries.
* How long we keep the personal data for (retention periods), either by number of days/weeks/months/years or giving a summary of our retention schedule.
* We acknowledge the rights available to individuals in respect of the processing.
* If we rely on consent, we note that they have the right to withdraw their consent.
* We acknowledge the person’s right to lodge a complaint with the Information Commissioner’s Office <https://ico.org.uk/concerns/>
* If we undertake automated decision-making in relation to personal information, including profiling, what that relates to (if applicable).

**When to provide it**

If you collect information directly from people, provide them with a privacy notice (or a link to a notice on your website) at the time.

If you have obtained someone’s personal data form another source, provide them with the privacy information:

* within a reasonable amount of time and no later than one month, or
* if you plan to communicate with them, in the first communication you send, or
* if the data is shared with someone else, at that point in time

**How to provide it**

We provide the information in a way that is:

* concise
* transparent
* intelligible
* easily accessible
* uses clear and plain language

If our data subjects are likely to be children, we write the privacy notice in a way that they will be able to understand.

If we ask for consent from a parent on behalf of a child, we write two privacy notices: one for the parent, one for the child.

**Changes to the information**

* We keep our privacy information under regular review update where necessary.
* If we start to use personal data we have in a different way or for a new purpose, we update the privacy notice to reflect this and communicate this to individuals.