



## Fair Processing Notice GDPR/DPA Checklist

1) In the case of personal data collected from the data subject:	Included Y/N/NA	Comments
Identity and contact details of the data controller or their representative.		
Contact details of the Data Protection Officer		
Why you want the information and what you will do with it.		
The legal basis for each use of personal information		
If relying on 'legitimate interests' for processing, what these legitimate interests are <i>Note - Legitimate interests is no longer available to public authorities as a basis for processing in the performance of their tasks, although it may be possible as a basis for processing carried out not in the performance of their official tasks – for example, the management of a car park permit database.</i>		
Whether you will share the information and who with.		
If information is to be shared with overseas recipients, the adequacy of their data protection regime and the safeguards in place to protect the information.		
How long you will retain the information, or how you will decide the retention period.		
The rights of access, rectification or erasure of personal data or restriction of processing and to object to processing as well as the right to data portability		
The right to withdraw consent where this was the legal basis for the processing		
The right to complain to the ICO.		
Whether individuals are obliged by statute or contract to provide the information.		
Whether there are consequences for failure to provide the information.		
Rights in relation to automated decision-making - the logic behind it, its significance and any consequences for the individual. You may be able to meet this requirement by offering summary information and a web link to more detail.		



<b>2) In the case of personal data collected from someone other than the data subject:</b>	<b>Included Y/N/NA</b>	<b>Comments</b>
Identity and contact details of the data controller or their representative.		
Contact details of the Data Protection Officer		
Why you want the information and what you will do with it.		
The legal basis for each use of personal information		
If relying on 'legitimate interests' for processing, what these legitimate interests are <i>Note - Legitimate interests is no longer available to public authorities as a basis for processing in the performance of their tasks, although it may be possible as a basis for processing carried out not in the performance of their official tasks – for example, the management of a car park permit database.</i>		
Whether you will share the information and who with.		
If information is to be shared with overseas recipients, the adequacy of their data protection regime and the safeguards in place to protect the information.		
How long you will retain the information, or how you will decide the retention period.		
The rights of access, rectification or erasure of personal data or restriction of processing and to object to processing as well as the right to data portability		
The right to withdraw consent where this was the legal basis for the processing		
The right to complain to the ICO.		
Whether individuals are obliged by statute or contract to provide the information.		
Whether there are consequences for failure to provide the information.		
Rights in relation to automated decision-making - the logic behind it, its significance and any consequences for the individual. You may be able to meet this requirement by offering summary information and a web link to more detail.		
The categories of personal information.		
The source of the personal information.		
<i>Note: There are extra considerations for Fair Processing Notification where it was not possible to do this when the information was obtained from another source. There are recommended time limits and guidance is available from the IGA.</i>		