

Checklist

Your Privacy Notice

Introduction

This checklist is designed to help you follow best practice when designing and issuing privacy notices. It is based on guidance from the Information Commissioner's Office (ICO).

Content

Does your privacy notice include?

- The identity and contact details of your organisation
- The name of your representative or data protection officer
- The purpose of the data processing
- The categories of personal data processed
- The source of the data (including whether it is publicly available)
- The legal basis for each processing operation
- Details of with whom the data is shared
- Information on how long the data will be held
- A summary of individual rights including the right to object
- Information on how to complain

And if applicable...

- Your legitimate interest for processing data
- Notice of the right to withdraw consent at any time
- What data is required by law
- What data is a contractual requirement
- Details of data transfers to any non EU country, and the safeguards in place

- Information about automated decision-making and profiling, including significance and consequences

Style

Is your privacy notice:

- Written in clear and plain language
- Concise and intelligible
- Free of jargon, confusing terminology and legalistic language
- Aligned with your organisation's values

Availability

Is your privacy notice:

- Available at the point data is collected
- Not hidden away in small print
- Layered – relevant sections accessible via appropriate visible links/icons on your website for different types of data
- Available in other languages if necessary.
- Provided free of charge

