

Data obtained
directly from
data subject

**INFORMATION TO BE SUPPLIED TO
THE DATA SUBJECT UNDER
GDPR ARTICLES 13 & 14**

Data not obtained
directly from
data subject



1. The identity and contact details of the controller and where applicable, the controller's representative and Data Protection Officer



2. The purpose and legal basis of the processing



3. If applicable, the legitimate interests pursued by the controller or third party



4. The recipients or categories of recipients of the personal data



5. The categories of personal data concerned



6. Retention period of personal data or criteria used to determine the retention period



7. The existence of each data subject's rights & the right to lodge a complaint with a Supervisory Authority



8. Where processing is based on consent, the right to withdraw that consent at any time



9. The existence of automated decision-making, including profiling & explanation of logic involved, significance & envisaged consequences



10. If provision of personal data is an obligation, or a statutory or contractual requirement & consequences of failing to provide such data



11. From which source the personal data originated, and if applicable, whether it came from publicly accessible sources



12. If applicable, intent to transfer data to a third country, EC adequacy decision, details of safeguards and where to obtain a copy of them



To be provided at the time the information is obtained from the data subject.

Within 30 days of obtaining data or when used to communicate with data subject, at the time or before the first communication. If disclosing to another recipient, before the data is disclosed.