[Your Company Name]

Consent & Withdrawal Templates

DOCUMENT AUTHOR:	[Insert Author]
DOCUMENT OWNER:	[Insert Owner]
STATUS:	[Draft/Approved]
DATE CREATED:	[Insert Date]
VERSION:	[Insert Version]
LAST UPDATED:	[Insert Date]
SECURITY CLASSIFICATION:	[High/Medium/Low]

Document Customisation

This page *(to end of the 'disclaimer')* provides template guidance and ***must be removed*** from the finished version. For information on customisation, refer to the *'Instructions'* supplied in your order.

It is important to work through the document and customise any areas to ensure that the finished template accurately reflects what your organisation does and the controls that you have in place. You should consider your regulatory and legal obligations and any standards or requirements that apply to your industry or business type when customising the content.

Template Guidance

We have provided a generic template as a starting point for you in develop your own document in this compliance area. You should review and customise the template sections thoroughly to ensure that the finished version accurately reflects your organisations' controls and responsibilities.

If you are relying on consent as your legal basis for processing, you will need to obtain the data subjects' consent to process their personal data. The format used for gaining granular, opt-in, demonstrable consent will depend on how you are obtaining the data (i.e. online form, application, in person etc.)

The ICO have now published extensive guidance on using consent, so we have added the link to that guidance instead of duplicating already published content - https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/consent/

If gaining consent in person, it should be given as a signature, provided along with the Privacy Notice and any T&C's (both separate from the consent form). Once signed consent is given, this should be filed with a copy of the Privacy Notice and any other info provided to the data subject at the time of consent. Below is a sample of how you can obtain consent in a form.

Licence Terms

Purchased documents are for use within the ordering company **only** and cannot be used, sold or transferred elsewhere without written permission from Know Your Compliance Limited. Please refer to the *'Instructions'* document for more information on our T&C's and licence options.

Disclaimer

Know Your Compliance Limited has created this template for you to use in developing and implementing your compliance program requirements. Whilst every reasonable care is taken to ensure that the content is relevant, compliant and up to date; it is **your responsibility** to ensure that the finished policy complies with any regulatory and/or legal requirements and standards.

It is important that you customise the content to suit your industry needs and business type. Know Your Compliance Limited makes no claims or guarantees about the compliance or adequacy of the content in this template and accepts no responsibility or liability for any loss, damage or expense incurred as a result of reliance on the content contained herein. If you are unsure of your regulatory or legal obligations, you should obtain legal or professional advice before publishing, using or relying upon your finished policy.

Revision History

VERSION	REVISION DATE	SECTION REVISED	REASON FOR REVISION	DESCRIPTION OF REVISION

Consent, Parental Consent & Withdrawing Consent Templates

Hard Copy Consent Form Template

[Insert Organisation Name] takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____ **Print Name:** _____

Time: _____ **Date:** _____

I confirm that I have been provided with a copy of **[Insert Organisation Name's]** Privacy Notice & Terms & Conditions prior to giving consent ☐

NOTE: *Electronic consent, parental consent and consent withdrawal forms used in an electronic format or on a website must have an affirmative action (i.e. unticked box) and you must maintain the affirmative action and evidence such consent, including date and time. You can also use double-opt in method whereby the data subject consents via tick box, then has to follow an email link to make sure that it is the correct person consenting – this double opt-in can also serve as evidence of the consent and must be retained.*

Example - I **[insert data subject name]** consent to you processing my personal data as detailed in your Privacy Notice: ☐

Parental Consent Form Template

[Insert Organisation Name] takes the privacy of personal data under our remit very seriously and will only process the personal data of an individual under 13 years of age with parental/legal guardian consent. If you consent to us collecting and processing the personal data of the minor named below, please confirm by signing and dating below: -

I confirm that I am the [parent/legal guardian/representative] of [insert full name of minor] and give my consent for [Insert Organisation Name] to process their personal data in accordance with the terms stated in the accompanying Privacy Notice.

Signature: _____ Print Name: _____

Time: _____ Date: _____

I confirm that I have been provided with a copy of [Insert Organisation Name's] Privacy Notice & Terms & Conditions prior to giving parental/legal guardian consent ☐

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Parental Consent Withdrawal Template

I confirm that I am the [parent/legal guardian/representative] of [insert full name of minor] and wish to withdraw my consent for [insert Organisation Name] to process their personal data for any processing activity.

Signature: _____ Print Name: _____

Time: _____ Date: _____

_____

Explicit Consent Form Template *(special category data)*

Where we rely on your consent for processing special category data, we will obtain your explicit consent through [a signature/explicit mechanism]. You can modify or withdraw consent at anytime, which we will act on immediately, unless there's a legitimate or legal reason for not doing so.

If you consent to us collecting and using your [health/medical] [insert special category type] for the purpose stated above, please sign below and print your name.

Signature: _____ **Print Name:** _____

Time: _____ **Date:** _____