**GDPR Compliant Privacy Notice Checklist**

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|  | Data obtained directly from data subject | Data not obtained directly from data subject |
| What information must be supplied? | Not required when the data subject has the information | Not required when the data subject has the information or where a relevant derogation applies (e.g. disproportionate effort for archiving in the public interest |
| Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Purpose of the processing and the legal basis for the processing | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| The legitimate interests of the controller or third party, where applicable  | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Categories of personal data |  | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Any recipient or categories of recipients of the personal data | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Details of transfers to third country and safeguards | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Retention period or criteria used to determine the retention period  | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| The existence of each of data subject's rights | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| The right to withdraw consent at any time, where relevant | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| The right to lodge a complaint with a supervisory authority | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| The source the personal data originates from and whether it came from publicly accessible sources |  | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data  | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |  |
| The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.   | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png | https://ico.org.uk/media/images/graphics/1625123/yellow-tick.png |
| When should information be provided? | At the time the data are obtained. | Within a reasonable period of having obtained the data (within one month).If the data are used to communicate with the individual, at the latest, when the first communication takes place; or if disclosure to another recipient is envisaged, at the latest, before the data are disclosed. |

Source: Information Commissioner's Office, Guide to the General Data Protection Regulation, available, [https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/%20)