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| CONSENT & WITHDRAWAL OF CONSENT PROCEDURE |

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**CONSENT & WITHDRAWAL OF CONSENT PROCEDURE**

1. **INTRODUCTION**

The consent of a Data Subject is one of the conditions for processing of Personal Data. According to the NDPR, consent is defined as “any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, through a statement or a clear affirmative action, signifies agreement to the processing of Personal Data relating to him or her.’’

1. **SCOPE**

This procedure sets out how [Name of Company] intends to obtain consent for processing Personal Data of individuals known as Data Subject.

The Data Protection Officer of [Name of Company] is responsible for advisement when obtaining consent from a Data Subject. This shall be done if no other lawful basis applies.

1. **THE NDPR AND CONSENT**

The NDPR sets a high standard for consent. Obtaining consent from a Data Subject is a means of offering Data Subject real choice and control. It puts Data Subject in charge, build customer trust, and enhance [Name of Company’s] reputation.

1. **CONSENT PROCEDURE**

[Name of Company] shall not obtain Personal Data except the specific purpose of collection is made known to the Data Subject via a clear notice.

[Name of Company] shall ensure that consent is obtained wherever Personal Data is collected without fraud, coercion, or undue influence.

Where processing is based on consent, [Name of Company] shall be able to demonstrate that the Data Subject has consented to the processing of Personal Data. This can be done by a declaration note or ticking a box to acknowledge that [Name of Company] now has the permission to process Personal Data of the Data Subject.

[Name of Company] shall ensure that Data Subject's consent is given in the context of a written declaration which also concerns other matters, the request for consent shall be presented in a manner which is clearly distinguishable from the other matters, in an intelligible and easily accessible form, using clear and plain language.

Prior to giving consent and before the collection of Personal Data, [Name of Company] shall inform Data Subjects of their right and method to withdraw consent at any given time.

When [Name of Company] is assessing whether consent is freely given, utmost account shall be taken of whether the performance of a contract, including the provision of a service, is conditional on consent to the processing of Personal Data that is not necessary (or excessive) for the performance of that contract.

Where [Name of Company] shall transfer Personal Data to a Third-Party for any reason whatsoever, [Name of Company] shall obtain consent.

1. **CHILD CONSENT**

A child according to the NDPR Implementation framework is an individual under the age of 13 years. [Name of Company] shall always ensure that consent has been obtained from the parent or legal guardian of the child.

Where [Name of Company] offers services to children, [Name of Company] shall ensure the privacy policy is made in a child-friendly form with the aim of making children and their guardians have clear understanding of the data processing activity before obtaining consent.

1. **WITHDRAWAL OF CONSENT**

[Name of Company] shall make it easy for Data Subjects or parent/legal guardian to withdraw consent at any time they choose. The withdrawal of consent form must be easily accessible. [Name of Company] shall describe to Data Subjects how to withdraw their consent at the point of obtaining consent.

[Name of Company] shall demonstrate that reasonable efforts have been made to establish the authenticity of parental responsibility over the child.

The processing of Personal Data shall be stopped immediately upon request in accordance with the relevant process. The Data Protection Officer shall inform the relevant Data Administrators of this change so that processing can be stopped.

1. **ADVICE & SUPPORT**

This procedure is subject to annual review and authorization. If you have any issues over the clarity of these procedures, how they should be applied in practice, require advice about exemptions from the requirements or have any suggestions for amendments, please contact the Data Protection Officer of [Name of Company].