Privacy Notice Planning Form

This form is intended to be used as part of planning for the creation of a privacy notice for new or changed systems, in accordance with the GDPR. For details of how to complete it, see *Privacy Notice Procedure*.

Requirement Details

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| **Title of Privacy Notice:** |  |
| **Date of form completion:** |  |
| **Name of person completing the form:** |  |
| **Brief description of requirement:** |  |
| **Situation A - Personal data will be collected from the data subject:** | Yes / No |
| **Situation B -Personal data will be obtained from a source other than the data subject:** | Yes / No |

Information to be Provided

# Identity and contact details of the controller and, where applicable, of the controller’s representative

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# Contact details of the data protection officer, where applicable

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# The purposes and legal basis of the processing

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# The legitimate interests pursued by the controller, or by a third party (Situation A only)

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# The categories of personal data concerned (Situation B only)

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# The recipients, or categories of recipients, of the data, if any

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# Give details of any planned transfers of personal data to a third country or international organization

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# How long will the personal data be stored for (or the criteria used to determine that period)?

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# Describe the data subject’s rights to access, rectification, erasure and portability of the personal data

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# Describe the data subject’s rights to restriction of, or objection to, processing of their personal data

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# Describe the data subject’s rights to withdraw consent at any time

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# Detail the data subject’s right to lodge a complaint with a supervisory authority

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# Is the personal data a statutory or contractual requirement and are they obliged to provide it (Situation A only)?

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# The origin of the personal data (Situation B only)

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# Will the personal data be subject to automated processing, including profiling? If so describe the logic and potential consequences involved

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Once completed, the contents of this form should be used to create an appropriate privacy notice to be drawn to the attention of the relevant data subjects.