INFORMATION AFFECTED

LEGAL REQUIREMENTS – PROCESSING MUST BE:
- LAWFUL, FAIR AND TRANSPARENT
- COLLECTED FOR SPECIFIED, EXPLICIT AND LEGITIMATE PURPOSE
- ADEQUATE, RELEVANT AND LIMITED
- ACCURATE & UP-TO-DATE
- KEPT FOR NO LONGER THAN NECESSARY
- APPROPRIATE SECURITY MUST BE ENSURED

PERSONAL DATA:
- Information relating to identifiable natural person
- E.g. name, location (address), online indicator (email address)

PROCESSING IS LAWFUL IF YOU:
- PERFORM A CONTRACT
- COMPLY WITH A LEGAL OBLIGATION
- PROTECT VITAL INTEREST OF DATA SUBJECT
- PERFORM A TASK IN A PUBLIC INTEREST

HOW IS THIS ACHIEVED?
- FREELY GIVEN
- SPECIFIC
- INFORMED
- UNAMBIGUOUS
- SEPARATE FROM T&C’S
- VERIFIABLE
- PROPERLY DOCUMENTED
- EASILY WITHDRAWN

WHAT NEXT?
- HAVE THE REQUIREMENTS BEEN MET AND IS CONSENT UP-TO-DATE?
  (no more than 18 months – 2 years old)
- UPDATE CONSENT
  Making sure all requirements are met so that you can hold/process personal data

THE OUTCOME
- YOU CAN HOLD/PROCESS PERSONAL DATA IN ORDER TO FULFIL YOUR OBLIGATIONS
- YOU CAN HOLD/PROCESS PERSONAL DATA IN REGARDS TO THE SPECIFIC CONTENT (for a reasonable period of time or until consent is withdrawn)
- IF CONSENT: DOES NOT FULFIL ALL OF THE CRITERIA, OR IS NOT UP-TO-DATE, OR IS WITHDRAWN, MAKE SURE YOU DO NOT HOLD/PROCESS PERSONAL DATA (honour individual’s request)

YOU CAN PROCESS PERSONAL DATA UNDER LEGITIMATE INTEREST
(make sure you document this decision)

Have you balanced out your interests against the individuals to ensure you do not infringe upon the rights and freedoms of the individuals? Have you balanced out your interests against the individuals to ensure you do not infringe upon the rights and freedoms of the individuals?