

CONSENT CHECKLIST

OBTAINING, DOCUMENTING AND MANAGING CONSENT

In most cases, groups will need to rely on the consent of individuals to process their personal data, for example to email group members about an event. The GDPR has strict requirements for collecting individuals' consent to processing their data. Consent means offering individuals real choice and control, and organisations must keep clear records to be able to prove that they have done so.

The law does not set a time limit for how long consent should last, as this depends on the context. You should review and refresh consent whenever there is a change to any of the following:

- Your relationship with the individual (eg a member has left the group)
- Your purposes for processing personal information
- The nature of the processing itself

Below we have outlined some of the key points to remember when obtaining, recording and managing consent. These guidelines have been adapted from guidance published by the Information Commissioner's Office. If you have any questions relating to this, please contact Amnesty International UK's Data Protection Office on dataprotection@amnesty.org.uk

1. Data protection guidance: www.amnesty.org.uk/dpguidegroups
2. Privacy notice: www.amnesty.org.uk/privacynoticeguide
3. Data protection checklist: www.amnesty.org.uk/dpchecklist
4. Consent checklist: www.amnesty.org.uk/consentchecklist

Obtaining consent

- Ask individuals positively to opt in. Use clear, plain language that is easy for them to understand.
- Be clear why you want their personal information and what you are going to do with it.
- Make your request for consent prominent, and make it separate from any other terms and conditions.
- Tell individuals they can withdraw their consent. Make it easy for them to do so.
- Give individuals options to consent separately to different purposes and types of processing. If you are unsure how to do this, please get in touch with our Data Protection Officer.
- Name the organisation and any third parties who will be relying on the consent.
- Don't make consent a precondition of a service.

Documenting and managing consent

- Record when and how you got consent from an individual.
- Record exactly what the individual was told or shown at the time that they gave consent.
- Have processes in place to refresh consent at appropriate intervals or where there are significant changes.
- Act on withdrawals of consent as soon as you can.