



## **GDPR: ASKING FOR CONSENT CHECKLIST**

Consent will rarely be required by Parishes. Please ask for advice before proceeding.

- ✓ We have checked that consent is the most appropriate lawful basis for processing.
- ✓ We have made the request for consent prominent and separate from our terms and conditions.
- ✓ We ask people to positively opt in.
- ✓ We don't use pre-ticked boxes, or any other type of consent by default.
- ✓ We use clear, plain language that is easy to understand.
- ✓ We specify why we want the data and what we're going to do with it.
- ✓ We give granular options to consent to independent processing operations.
- ✓ We have named our organisation and any third parties.
- ✓ We tell individuals they can withdraw their consent.
- ✓ We ensure that the individual can refuse to consent without detriment.
- ✓ We don't make consent a precondition of a service.
- ✓ If we offer online services directly to children, we only seek consent if we have age-verification and parental-consent measures in place.

### **Recording consent**

- ✓ We keep a record of when and how we got consent from the individual.
- ✓ We keep a record of exactly what they were told at the time.

### **Managing consent**

- ✓ We regularly review consents to check that the relationship, the processing and the purposes have not changed.
- ✓ We have processes in place to refresh consent at appropriate intervals, including any parental consents.
- ✓ We consider using privacy dashboards or other preference management tools as a matter of good practice.
- ✓ We make it easy for individuals to withdraw their consent at any time, and publicise how to do so.
- ✓ We act on withdrawals of consent as soon as we can.
- ✓ We don't penalise individuals who wish to withdraw consent



**Diocese of Portsmouth**  
**Portsmouth Roman Catholic Diocesan Trustees Registered**

**Disclaimer**

*These sample materials are provided for general information only. Please consider their suitability for your particular parish use.*

## Keeping in touch with Us – Example Form 1

### MAILING LIST

The parish of [•] is a part of the Diocese of Portsmouth. We hope you've enjoyed spending time with us and would like to stay in touch. If you would like to be informed of future events and other news from the parish and the Diocese, please tick the box below and let us have your contact details:

**I would like to be added to the parish mailing list to receive news and information about activities, fundraising and events at the Parish and the Diocese.**

Your name and contact details will be added to our parish database which is held on the parish computer, password protected and accessed only by parish clergy and personnel. Your details will not be shared with anyone else outside of the Diocese other than as set out in our Privacy Notice and you can unsubscribe at any time, either by clicking on the unsubscribe link at the bottom of our emails or by contacting [Position] by email at [•] or by telephone on [•].

You can read our full [Privacy Notice](#)

Name:

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Email Address:

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*The Diocese of Portsmouth is a registered charity with charity number 246871*



## Keeping in touch with Us – Example Form 2

The Diocese is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection and direct marketing.

Please complete this form if you would like to give your consent to the Diocese holding and processing your personal data for particular purposes.

My name is: .....

- I consent to the Diocese contacting me to keep me informed about news, events, fundraising and activities [in my parish and] in the Diocese.
- I consent to the Diocese including my details in the [Parish Directory which is circulated to parish members].
- I consent to the Diocese sharing my contact details with [the Bishops’ Conference of England and Wales] so that they can keep me informed about news, events and activities of the Bishops’ Conference.

You do not have to consent to any or all the above purposes. Please only tick the boxes you want to. Where you do not give us consent, we will not be able to use your personal data (for example, to let you know about forthcoming services and events) except in certain limited situations, such as where we are required to do so by law.

You can find out more about how we use your data from our Privacy Notice which is available at the Curial Office or on our website at [•].

I would like to be contacted by:

- Post      Address: .....
- Phone    Number:.....
- Email     Address: .....

You can unsubscribe from our communications at any time either by clicking on the unsubscribe link at the bottom of our emails or by contacting [Position] by email at [•] or by telephone on [•].

Signed: ..... Date: .....

You can withdraw or change your consent at any time by contacting [Position] at [ADDRESS] or by email at [•]. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.

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