**What to provide**

We provide individuals with all the following privacy information:

☐ The name and contact details of our organisation.

☐ The name and contact details of our representative (if applicable).

☐ The contact details of our data protection officer (if applicable).

☐ The purposes of the processing.

☐ The lawful basis for the processing.

☐ The legitimate interests for the processing (if applicable).

☐ The categories of personal data obtained (if the personal data is not obtained from the individual it relates to).

☐ The recipients or categories of recipients of the personal data.

☐ The details of transfers of the personal data to any third countries or international organisations (if applicable).

☐ The retention periods for the personal data.

☐ The rights available to individuals in respect of the processing.

☐ The right to withdraw consent (if applicable).

☐ The right to lodge a complaint with a supervisory authority.

☐ The source of the personal data (if the personal data is not obtained from the individual it relates to).

☐ The details of whether individuals are under a statutory or contractual obligation to provide the personal data (if applicable, and if the personal data is collected from the individual it relates to).

☐ The details of the existence of automated decision-making, including profiling (if applicable).

**When to provide it**

☐ We provide individuals with privacy information at the time we collect their personal data from them.

If we obtain personal data from a source other than the individual it relates to, we provide them with privacy information:

☐ within a reasonable period of obtaining the personal data and no later than one month;

☐ if we plan to communicate with the individual, at the latest, when the first communication takes place; or

☐ if we plan to disclose the data to someone else, at the latest, when the data is disclosed.

**How to provide it**

We provide the information in a way that is:

☐ concise;

☐ transparent;

☐ intelligible;

☐ easily accessible; and

☐ uses clear and plain language.

**Changes to the information**

☐ We regularly review and, where necessary, update our privacy information.

☐ If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.

**Best practice – drafting the information**

☐ We undertake an information audit to find out what personal data we hold and what we do with it.

☐ We put ourselves in the position of the people we’re collecting information about.

☐ We carry out user testing to evaluate how effective our privacy information is.

**Best practice – delivering the information**

When providing our privacy information to individuals, we use a combination of appropriate techniques, such as:

☐ a layered approach;

☐ dashboards;

☐ just-in-time notices;

☐ icons; and

☐ mobile and smart device functionalities.