

Please amend any text or sections as you feel appropriate.

All red lettering needs to be amended/deleted.

For a more personalised appearance, please print on your company letterhead or add your company logo.

This form is intended to be altered to your own business needs and used where consent is required in order to process the personal data. This form is unsuitable if you are replying on the consent of an individual under the age of 16 years old (you require parental permission) or you need to obtain explicit consent for data processing. This would be when you are transferring personal data outside of the EEA. You require specific consent for this.

GDPR: CONSENT FORM

The Information Commissioner's Office (ICO) regularly update to their guidance in line with data protection rules. We update our documents in accordance with ICO updates. Always ensure that you are using the most recent version of our documents.

This consent form should be read with our company Data Privacy Notice.

By signing this form you are confirming that you have read our company Data Privacy Notice, and that you consent to **[Insert name, address, name and contact details of the company Data Controller plus the details of any third parties who rely on the consent for processing data]** in holding and processing your personal data for the purposes set out below:

Personal Data: Please enter the contact details we are to use in order to communicate with you: **[Amend this to match the needs of your business. An example below would be**

Client name:

Client email address:

Contact number:

Correspondence address:

Why we want to collect your personal data: [Insert the purposes for collecting the personal data. The example below is:]

- To keep you up to date with your order
- To keep you informed of all of our latest offers
- To keep you informed of all of our newest products

- To keep you up to date of all industry news

What we will do with your personal data: [Insert what you will do with the personal data collected. Examples below would be for:]

Tick the relevant box(es) below to tell us how your contact preferences:

- I prefer to receive email communications
- I prefer to receive telephone communications
- I prefer to receive text/mobile communications
- I prefer to receive postal communications
- I do not wish to receive any communications

What if you do not provide consent for the processing of your data?

Your consent is not a precondition of using our services, unless it becomes necessary for the operations of the service provided. We will always inform you when this is the case.

Where consent is not given, we will not use your personal data **[If the non-processing of data will affect services, i.e. the individual will not be able to receive newsletters/access some services etc, then this must be inserted here]**

You have the right to withdraw your consent for the processing of data at any time

If you do give consent for your data to be used, please be aware that you can withdraw this consent, to one or all of the above purposes, by informing us in writing to **[Insert name and contact details of Data Processing Officer]** We will act immediately on your withdrawal notice, or as soon as we feasibly can.

Any processing of personal data will cease once permission has been withdrawn, exceptions being made where data is required by law. This will not affect any personal data that has already been processed prior to the withdrawal of consent.

Print Name: _____

Signature: _____

Date: _____