

Consent Record

Under Article 7(1): “Where processing is based on consent, the controller shall be able to demonstrate that the data subject has consented to processing of his or her personal data.”

Use this template to keep a record of how and when consent was given¹:

Who consented?	When did they consent (date of consent)?	What Consents have been given?	What were they told at the time?	How did they consent?	Has consent been withdrawn?
<i>e.g. name of individual who gave consent</i>	<i>e.g. for oral consent note the time and date of the conversation; for written consent note the date they signed the Consent Form; for consent given via a data capture form², note the date (and time if recorded by a timestamp)</i>	<i>Individuals will often have different preferences depending on the nature of the area requiring consent: e.g. an individual may consent to be notified of fundraising events but does not wish to have their personal contact details published in a publically available directory.</i>	<i>Attach or include a link to a master copy of: - the Consent Form (or other document used to capture consent); and - the Privacy Notice or other privacy information in use at that time the consent was given. Include Privacy Notice version number and date. If consent was given orally, note down what was said at that time (see example).</i>	<i>e.g. signed the Consent Form, online data capture form or orally. State where the signed form is filed away or stored securely OR with oral consent, a note of what was said (see example).</i>	<i>Only complete this column if consent is withdrawn and note date consent withdrawn e.g. Yes – 26.05.18</i>
<i>Mr Smith</i>	<i>06.05.18</i>	<i>5 - B</i>	<i>Church Steward asked Mr Smith after Sunday morning service if could include his photograph in the next church newsletter and</i>	<i>Mr Smith said: “yes that’s fine.”</i>	

¹ Your record should provide an audit trail which will help you if you are challenged as a data processor and demonstrate compliance with data protection legislation in line with “accountability” obligations. See [Lawful Bases Guidance](#) for details. Keep your record of each consent for as long as you are relying on it to process personal information (data). Keep your record in a safe place in accordance with the [Data Security Policy](#).

² A data capture form is a form that collects specific pieces of information (data) e.g. in this case an online consent form that is completed to indicate consent.

			<i>needed his consent because it could be seen outside the Church community. Referred him to privacy notice on chapel noticeboard.</i>		
<i>Mrs Jones</i>	<i>08.05.18</i>	<i>5 - B</i>	<i>As above. but in a telephone conversation</i>	<i>Mrs Jones said "ok, that's no problem"</i>	
<i>Mrs Smith</i>	<i>05.05.18 (date consent form signed)</i>	<i>1 - N/A/E/M 2 - E 5 - A / B 5</i>	<i>See Consent Form and Privacy Notice</i>	<i>Signed Consent Form</i>	

Updated 24-11-2020