	<h2 style="color: green;">Withdrawal of Consent Procedure</h2>	<p><b>Document Control</b></p> <p>Reference: Withdrawal of Consent Procedure  Issue No: 2  Issue Date: June 2020</p>
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### 1. Scope:

1.1 This procedure addresses the data subject(s) right to withdraw consent for the processing of his or her personal data.

1.2 Withdrawal of consent by the data subject means an unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies withdrawal of consent to the processing of personal data relating to him or her.

1.3 Withdrawal of consent shall be without effect to the lawfulness of processing based on consent before its withdrawal.

### 2. Responsibilities:

2.1 As a data controller Uttlesford District Council is responsible under the GDPR for administering withdrawal of consent from the data subject under advice issued from the Data Protection Officer.

### 3. Withdrawal of consent procedure:

3.1 The Council will acknowledge the data subject has withdrawn consent to the processing of his or her personal data as recorded in the Data Subject consent withdrawal form.

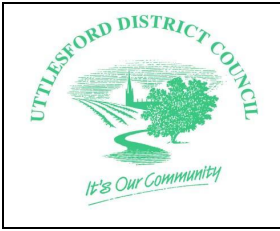
3.2 Where the processing had multiple purposes, the Council will demonstrate withdrawal of consent for each purpose as recorded in the Data Subject consent withdrawal form.

3.3 The processing activities that relied upon the consent are stopped in accordance with the relevant process. The Data Protection Officer will inform the relevant process owner of this change so that processing can be stopped.

### 4. Assessment and decision to decline the request to withdraw consent:

4.1 On receipt of the data subject consent withdrawal form, the Data Protection Officer will consider whether the data subjects request can be actioned and an assessment of the reasons for the initial processing will be conducted. Where the lawful basis for processing of the subjects personal data is not based on consent from the data subject the request may be declined where the following conditions may apply:

- Processing is necessary to meet one of the contractual obligations entered into by the data subject;
- Processing is necessary to comply with the legal obligations of the controller;



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- Processing is necessary to protect the vital interests of the data subject;
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (Council);
- Processing is for the legitimate interests pursued by the controller (Council)

4.2 If a decision is taken to decline the data subject's request to withdraw their consent to processing the Data Protection Officer will clearly outline the reasons why in written correspondence to the data subject. This must include information on the complaints process in the event that the data subject is not content with the decision made by the controller in this case. The data subject will receive information concerning the complaints process to both the controller or otherwise to the Information Commissioners Office.

### 5. Withdrawal of parental consent procedure:

5.1 The Council will acknowledge the holder of parental responsibility over the specified child has withdrawn consent.

5.2 The Council will demonstrate that all reasonable efforts have been made to establish the authenticity of the parental responsibility by sighting documentary evidence and through available technology when withdrawing consent for the specified child.

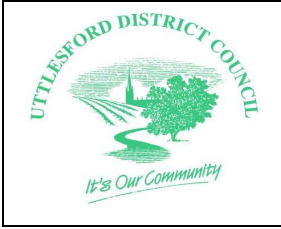
5.3 The processing activities that relied upon the consent will be stopped in accordance with the relevant process. The Data Protection Officer will inform the relevant process owner of this change so that processing can be stopped.

### Document Owner:

The Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the requirements of the GDPR.

### Change History Record:

Issue	Reason for change	Approval	Date of Issue
1	New document - (1 <sup>st</sup> publication)	Simon Pugh (Assistant Director Governance & Legal)	23 <sup>rd</sup> May 2018
2	Biennial review by DPO to ensure currency and compliance with Data Protection Legislation - June 2020	Simon Pugh (Assistant Director Governance & Legal)	June 2020



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