

**Personal data processing statement template in fulfilment of the requirements of UK GDPR Articles 12(1), 13 and 14 and in accordance with the transparency guidance of Recital 39.** *[The nested hierarchical structure of this template ensures that all relevant processing is documented in a clear, orderly manner that allows data subjects to identify and exercise the relevant statutory rights.]*

## **Data controller details and contact**

### **ICO contact**

**[1] Data subject category** *(e.g. customers for goods or services, web site users) [repeat for each data subject category if statement covers more than one data subject category]*

**[2] Processing for this data subject category conducted on the basis of [lawful basis]**  
*[repeat this section for each lawful basis but if no processing on any specific lawful basis, state 'none' and omit sections 3A-3F for that basis]*

**[3A] Purpose of processing** *[repeat for each purpose relying on this lawful basis]*

*[for processing on the basis of vital interests identify the specific vital interests the processing seeks to protect]*

*[for processing on the basis of legal obligation identify at least the general nature of the relevant legislation (e.g. 'taxation', 'health and safety')]*

*[for processing on the basis of public interest and official authority identify the relevant public interest or authority]*

*[for processing on the basis of contract, identify the contract and state the relevance of the processing to the contract]*

*[for processing on the basis of legitimate interest identify the specific relevant interest stating whether controller's or third party's interest. If third party's interest, also identify third party]*

*[for processing on the basis of consent, specify the limits of what is being consented to]*

**[3B] Full list of specific data categories processed for this purpose** *[e.g. 'name', 'address', 'email address', 'events attended' rather than 'contact details', 'profile']*

**[3C] Data shared with UK based third party recipients for this purpose** *[repeat for each recipient or state 'none' if none]*

**sharing partner identity**

**relationship (e.g. shared with independent controller, joint controller, processor)**

**data categories shared**

**reason for sharing**

**[3D] Data transfers to 3rd countries for this purpose** *[repeat for each data transfer or state 'none' if none]*

**3rd country**

**importer identity**

**relationship (e.g. transferred to independent controller, joint controller, processor)**

**data categories transferred**

**reason for transfer**

**Chapter V legal basis for transfer**

**[3E] Data retention criteria**

**[3F] Chapter III and Chapter VIII rights exercisable in respect of this purpose** *[repeat for each applicable right]*

**description of right**

**description of any implications for data subjects relating to exercise of this right in respect of this purpose**

**[next section 3 - purpose]**

*[...]*

**[next section 2 - lawful basis]**

*[...]*

**[next section 1 - data subject category** *if statement covers more than one data subject category, otherwise omit]*