

Check-list for privacy notices

1. CONTACT DETAILS OF THE CONTROLLER

- 1.1 Identity of the controller - GDPR [13\(1a\)](#), [14\(1a\)](#)
- 1.2 Allocation of responsibilities of joint controllers GDPR - [26\(2\)](#); GoT - 44
- 1.3 Contact details of the controller - GDPR [13\(1a\)](#), [14\(1b\)](#); GoT.Annex
- 1.4 Contact details of the data protection officer -GDPR [13\(1b\)](#), [14\(1b\)](#); Annex, p.12 WP29 Guidelines on DPOs

2. PURPOSES AND LEGAL BASIS

- 2.1 Purposes of the processing: GDPR - [13\(1c\)](#), [14\(1c\)](#); GoT 12
- 2.2 Legal basis for the processing: GDPR - [13\(1c\)](#), [14\(1c\)](#); GoT.Annex
- 2.3 Legitimate interest pursued: GDPR [13\(1d\)](#), [14\(2b\)](#); GoT.Annex

3. PERSONAL DATA

- 3.1 Categories of personal data (where personal data have not been obtained from the data subject): GDPR - [14\(1d\)](#); GoT - 26
- 3.2 Recipients of the personal data: GDPR - [13\(1e\)](#), [14\(1e\)](#), 4.9 (definition); GoT.Annex
- 3.3 Storage period or the criteria used to determine that period (if the period is not specified): GDPR - [13\(2a\)](#), [14\(2a\)](#)
- 3.4 Information whether the provision of personal data is a statutory or contractual requirement: GDPR - [13\(2e\)](#)
- 3.5 Information whether the data subject is obliged to provide the personal data: GDPR - [13\(2e\)](#)
- 3.6 Information of the possible consequences of failure to provide such data: GDPR - [13\(2e\)](#)
- 3.7 Information of source the personal data originate from (if obtained not from the data subject): GDPR - [14\(2f\)](#); GoT - 60
- 3.8 Information whether personal data came from publicly accessible sources: GDPR - [14\(2f\)](#)
- 3.9 Information about the existence of automated decision-making, including profiling: GDPR - [13\(2f\)](#), [14\(2g\)](#); GoT - 41
- 3.10 Information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject (if automated decision-making exists):GDPR - [13\(2f\)](#), [14\(2g\)](#); GoT - 41

4. TRANS-BORDER TRANSFERS

- 4.1 Information about international data transfers: GDPR [13\(1f\)](#), [14\(1f\)](#); GoT.Annex
- 4.2 Information about the adequacy of the level of protection in the third country or international organization:GDPR [13\(1f\)](#), [14\(1f\)](#); GoT.Annex
- 4.3 Data protection safeguards during data transfers to third countries without an adequate level of protection: GDPR [13\(1f\)](#), [14\(1f\)](#); GoT.Annex

5. RIGHTS

- 5.1 Information about the right to access: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT - 32, 54
- 5.2 Information about the right to rectification: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT - 54, 56
- 5.3 Information about the right to erasure: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT - 54, 57
- 5.4 Information about the right to restriction: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT -54, 58
- 5.5 Separate notice about the right to objection: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT - 54, 59
- 5.6 Information about the right to portability: GDPR [13\(2b\)](#), [14\(2c\)](#); GoT - 54, 60
- 5.7 Information about the right to withdraw consent (if applicable): GDPR [13\(2c\)](#), [14\(2d\)](#); GoT - 4, 30
- 5.8 Information about the right to lodge a complaint with a supervisory authority: GDPR [13\(2d\)](#), [14\(2e\)](#)

6. CHANGES

- 6.1 Data subjects are notified of changes to the privacy policy/ notice (e.g. purposes, identity of the controller, how to exercise their rights, international data transfers): GoT - 29
- 6.2 Notices of changes are given within a reasonable period prior to the entry into force: GoT - 30

7. FORM

- 7.1 Intelligible: GoT - 9, 12, 13, 25
- 7.2 Structured (including layered approach): GoT - 35
- 7.3 Concise: GoT - 8

Abbreviations:

GDPR - General Data Privacy Regulation
GoT - Guidelines on Transparency
GoT.Annex - Annex Guidelines on Transparency