

# Withdrawal of consent procedure



May 2018  
Review Date: May 2019

## Withdrawal of Consent Procedure

### *Scope*

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

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.

Withdrawal of consent shall be without effect to the lawfulness of processing based on consent before its withdrawal. Whereas consent covered all processing activities carried out for the same purpose or purposes, withdrawal of consent covers all processing activities carried out for the same purpose or purposes.

### *Responsibilities*

As a data controller, Water Lilies Swimming School is responsible under the GDPR for administering withdrawal of consent from the data subject under advisement of the Data Protection Officer (DPO).

### *Withdrawal of consent Procedure*

Water Lilies Swimming School demonstrates the data subject has provided written withdrawn consent to the processing of his or her personal data as recorded.

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

### *Monitoring and Review*

We will monitor all of the feedback that we receive in relation to the issues affected by the Policy and will amend the policy as necessary.

The Policy will be updated with any amendments to existing legislation or new legislation.

In any event, all policies are reviewed annually although updates to versions etc. will only take place every three years should there be no other changes to the policy.

### *Document Owner and Approval*

The Data Protection Officer (DPO) is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff in the office and online.

This policy was approved by the Company Owner on 15<sup>th</sup> May 2018 and is issued on a version controlled basis under the signature of Managing Director.

Date	Version	Author/Contributor	Amendment Details
15 <sup>th</sup> May 2018	1.00	Zoe Shears	None