

Withdrawal of Consent Procedure



May 2018

Review Date: May 2021

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.

in at the deep end Ltd as a company includes the Training Wave brand. Therefore, throughout all of our policies where we refer to in at the deep end it also applies to any bookings or courses undertaken within the Training Wave brand.

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, in at the deep end is responsible under the GDPR for administering withdrawal of consent from the data subject under advisement of the Data Protection Officer (DPO).

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in at the deep end demonstrates the data subject has withdrawn consent to the processing of his or her personal data as recorded in the Data Subject Withdrawal Forms (*forms 14 and 15*).

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 on BaseCamp.

This policy was approved by the Company Directors on 2nd March 2018 and is issued on a version controlled basis under the signature of Managing Director.

Date	Version	Author/Contributor	Amendment Details
December 2017	1.00	Mark Mc Nichol	Implementation
May 2018	1.10	Mark Mc Nichol	Addition of Training Wave branding

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