

Union Jack Club

Data Subject Consent

1. Scope

This procedure covers all situations where Union Jack Club requires the consent of a data subject for the processing of personal data.

Consent is defined as any indication on the part of the data subject that he or she agrees that their personal data may be processed. Consent must be given freely, without any duress, it must be specific, informed and without ambiguity and shall be granted by the data subject either by way of a statement or through clear, affirmative action on his or her part.

2. Responsibilities

As a data controller, Union Jack Club is responsible for obtaining the consent of the data subject, under the oversight of the Data Protection Officer (“DPO”).

3. Consent procedure

Union Jack Club must demonstrate that explicit consent has been given for the processing of a data subject’s personal data. This is done via a Data Subject Consent Form 92017-N.

The specific purpose or purposes of the processing must be set out in the Data Subject Consent Form and the data subject must expressly consent to this.

Union Jack Club must be able to demonstrate the following:

- That the consent of the data subject is easily distinguishable from all other data held on the data subject (i.e. it is easy to locate and identify);
- That the consent of the data subject is made in an intelligible manner, using clear and plain language;
- That, prior to giving consent, the data subject has been informed of his or her rights to withdraw consent, as per the Right to Withdraw Consent Procedure 92017-I; and
- That the processing of personal data can only take place pursuant to the agreement between Union Jack Club and the data subject, whereby the data subject provides his or her explicit consent.

4. Child consent procedure

In relation to the processing of personal data of children under the age of 16, Union Jack Club requires additional consent from the person who has parental responsibility over the child and Union Jack Club must be able to demonstrate that this additional consent has been provided, as per Parental Consent Form 92017-L and that it has taken reasonable efforts to ensure that the claim of parental responsibility is authentic and true, including the use of available technology.

5. Document owner

The Data Processor is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document dated 1st March 2018 is available to all members and guests of Union Jack Club on the Club's website or for staff on the Club's Internet and will be included in the Club's training program undertaken by Heads of Department.

This policy document was approved by Union Jack Club's Board of Trustees and is issued by the Chief Executive Officer ("CEO") on a version controlled basis.

Name of CEO: Mr Simon Atkins

Date: 1st March 2018

Change history record

Issue	Description of Change	Approval	Date of Issue
1	n/a	n/a	n/a
2	n/a	n/a	n/a
3	n/a	n/a	n/a