**CHECKLIST - GUIDELINES ON TRANSPARENCY UNDER REGULATION 2016/679**

**Working party 29 WP260 “Information that must be provided to Data Subjects under Art 13 and 14”** https://iapp.org/media/pdf/resource\_center/20180413\_Article29WPTransparencyGuidelinespdf.pdf and ICO https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/

(NB: adapted for where the legal basis is public task – other legal basis have different requirements).

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| **Requirements** | **“Direct” data collection ie Face to Face** | **Personal Data NOT obtained directly from the Data Subject** | **COMMENTS** |
| The identity and contact details of the controller and, where applicable, their representatives | Required | Required | For individual studies, the Data Controller will usually be the sponsor. For the required general statement from the Data Controller, see <http://www.ucl.ac.uk/jro/who-are-we/data-protection> |
| Contact details for the data protection officer, where applicable | Required | Required | UCL’s Data Protection Officer can be contacted on data-protection@ucl.ac.uk. Please do not put the DPO name in here. |
| The purposes and legal basis for the processing | Required | Required | This is also in the general statement http://www.ucl.ac.uk/jro/who-are-we/data-protection and can be just referred to. The legal basis for processing will be public task (public interest) and purpose of processing is research. |
| Categories of personal data collected or processed | Not required | Required | Eg Health records |
| Recipients (or Categories of Recipients)- this should include controllers or joint controllers or processors as well as third parties | Required | Required | To whom will the information be passed ? eg funders, any collaborators, organizations who may be processing or managing the data for you. |
| Details of transfers to third countries | Required | Required | Any international transfers to countries or organisations outside the UK ? The statement that a contract will be in place to safeguard the subjects rights. |
| The storage period or criteria used to determine storage period | Required | Required | How long will the records be kept ? |
| The rights of the data subject | Required | Required | See HRA wording about limited rights. |
| The right to lodge a complaint with ICO | Required | Required |  |
| The source from which the Data Originated | Not Required | Required | Eg the health records of NHS Trusts, |
| The existence of automated decision making including profiling – the logic used and the significance of the consequences | Required | Required | It not likely that any studies will be engaged in automated decision making. |