

PURPOSE : The purpose of this form is to capture the lawful reason you are relying on for the data you are capturing / storing / transferring.

GDPR LAWFUL BASIS

Data Type	Lawful Process Article	Lawful Process Description	General Description and example
Personal Data	6(1)(a)	Consent of the data subject	The individual who's personal data is in question has given you consent to carry out the process
Personal Data	6(1)(b)	Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract	The personal data on the individual is necessary for a contract purpose, such as data required to fulfil a warranty when purchasing an item or services as part of membership
Personal Data	6(1)(c)	Processing is necessary for compliance with a legal obligation	Legal obligations supersede GDPR where appropriate, this could include things such as DBS checks
Personal Data	6(1)(d)	Processing is necessary to protect the vital interests of a data subject or another person	The vital interests, in most cases an individuals life, depends on the data being processed, such as emergency medical care
Personal Data	6(1)(e)	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	The data held is required to perform duties of public interest, such as reporting crimes
Personal Data	6(1)(f)	Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject	A balanced assesment that sides with the data controller but is assessed to make sure the rights and freedoms of the individual are not overridden. A key question is would they expect you to processed their data like this?
Sensitive Personal Data	9(2)(a)	Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law	Where sensitive data is involved explicit consent is required from the data subject or parental guardian when transferred, such as medical records transferred to an event organiser
Sensitive Personal Data	9(2)(b)	Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement	Where sensitive data is required to fulfil an obligation with an employee, such as health details for a pension
Sensitive Personal Data	9(2)(c)	Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	The vital interests of the subject require you to have this data, such as allergies for dietary requirements
Sensitive Personal Data	9(2)(d)	Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent	Necessary for the processing of data as part of a Not For Profit organisation based on a philosophical, religious, political trade union aim, such as the local scouting charities
Sensitive Personal Data	9(2)(e)	Processing relates to personal data manifestly made public by the data subject	This information is already in the public domain and published by the data subject
Sensitive Personal Data	9(2)(f)	Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity	To fight legal claims on the data subjects behalf this information is required
Sensitive Personal Data	9(2)(g)	Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards	Substantial public interest may be informing authorities of an individual that poses a threat.
Sensitive Personal Data	9(2)(h)	Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional	The sensitive data is required to assess the individuals ability to carry out their duties and respond to their medical needs if necessary
Sensitive Personal Data	9(2)(i)	Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices	Substantial public interest may be informing authorities of an outbreak of a contagious disease, sensitive data will be required for this
Sensitive Personal Data	9(2)(j)	Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with Article 89(1)	The sensitive data is required to maintain records that are required for research purposes and historical importance