Cognisco Ltd

Consent Procedure

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Amendment History

Date	Version	Author	Details of Amendment
(Date)	1	(Author)	Initial Release
21/01/2019	1	AE	Reviewed, no changes.
23/03/2020	1	AE	Reviewed, no changes.
02/11/2022	1	AE	Reviewed, no changes.
21.12.2022	1	AE	Branding refresh

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Scope

Where, in accordance with the GDPR, the consent of the data subject is required for the processing of his or her personal data, it will be within the scope of this procedure.

Consent of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Responsibilities

The data controller, Cognisco Ltd is responsible under the GDPR for obtaining consent from the data subject under advisement from (Data Protection Officer / GDPR Owner).

Consent Procedure Statement

- Cognisco Ltd shall be able to demonstrate that the data subject has given explicit consent to the processing of his or her personal data (PIMS21. – Data Subject Consent Form).
- Cognisco Ltd shall be able to demonstrate that the data subject has consented to the processing of his or her personal data for one or more specific purposes (PIMS21. – Data Subject Consent Form).
- Cognisco Ltd shall be able to demonstrate that the data subject's consent is easily distinguishable from any other matter relating to the data subject (if recorded in paper / electronic file format use PIMS – Data Subject Consent Form, or email then attach the email to the form).
- Cognisco Ltd shall be able to demonstrate that the data subject's consent is in an intelligible and easily accessible form, using clear and plain language.
- Cognisco Ltd shall be able to demonstrate that the data subject has been informed of their right to withdraw consent before giving consent (PIMS10. - Withdrawal of Consent Procedure).
- Cognisco Ltd shall be able to demonstrate that processing of data is limited to the contract bound by the explicit consent given by the data subject.

Child Consent Procedure Statement

- Cognisco Ltd shall be able to demonstrate that, where the data subject has given explicit consent to the processing of his or her personal data, and the processing relates to a child under 16 years old, additional consent has been received by the person who is the holder of parental responsibility over the child (PIMS23. - Parental Consent Form).
- Cognisco Ltd shall be able to demonstrate that reasonable efforts have been made to establish the authenticity of the parental responsibility taking into consideration available technology.

Document Management

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)
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Angela Ellis - Senior Quality and Compliance Manager
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