



European Agency
of Digital Trust

Procedure for managing withdrawal of consent under the GDPR

CAL_PR-v1.0-Retirada_del_consentimiento_RGPD_EN

Brief Description

The document reflects the procedure to be followed to manage the request for withdrawal of consent of the holder of personal data in accordance with the GDPR.

December, 2021
Version 1.0



DOCUMENTARY CONTROL

Table 1. Version history.

Version	Date	Documents replaced	Description/Details
1	29/12/2021	None	Procedure for managing the withdrawal of consent of the personal data subject under the GDPR
2			
3			

Table 2. Changes since last version

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Tabla 3. Dissemination

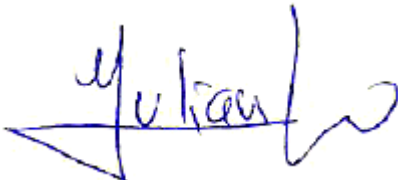
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Document versions

This publication could include technical inaccuracies or typographical errors.

As the state of the technology and the legislative context evolves, changes to this document may be necessary and it is recommended to check the EADTrust website for the latest version of the publication.

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1.- Introduction

The purpose of this procedure is to document the operation for handling a request for withdrawal of consent of the personal data subject, as stipulated in Article 7.3 of the GDPR which states:

"The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of the processing based on the consent prior to its withdrawal. Before giving consent, the data subject shall be informed thereof. It will be as easy to withdraw consent as it is to give it."

This document is applicable to personal data subjects, in respect of whose data EADTrust carries out any processing activity as Controller or Processor. Likewise, this document is mandatory for EADTrust staff in charge of attending and managing the withdrawal of the consent given.

The procedure applies to those processing operations whose legitimate basis is exclusively the consent of the data subject. If there are other legitimate grounds: performance of a contract, legal obligation, legitimate interest, etc., this procedure does not apply.

Withdrawal of consent does not entail any penalty for the holder of the personal data.

2.- Actions to be taken by the data subject

- The owner of the personal data may decide to withdraw the consent given at any time.
- To make the request for withdrawal, the form included in Annex I of this procedure must be completed and sent to the following email address: dpd@eadtrust.eu with a copy to the email address info@eadtrust.eu and the subject line must indicate: Withdrawal of consent.
- The request for withdrawal shall be accompanied by a copy of the applicant's identification document and shall briefly indicate the service for which consent has been given and any other particulars considered to be of interest.
- The applicant may act through a representative to withdraw his/her consent, in which case he/she must provide documentation accrediting the mandate conferred.

IMPORTANT: If the data subject wishes to exercise any of the other rights provided for in Articles 12-22 of the GDPR, he/she must submit a request for each right he/she wishes to exercise. See details at <http://eadtrust.rgpd.de/informacion-sobre-ejercicio-de-derechos/>

3.- Actions to be taken by EADTrust

- EADTrust will take into account the requirements set out in Article 7 of the RGPD and Article 6 of the LOPD GDD for the collection of the consent of the personal data subject.

In this regard, it shall keep material evidence of the collection of the consent of the data subjects, in any digital or material medium.

- Once the request for withdrawal of consent has been received, the Data Protection Officer of EADTrust will proceed to process it within a period not exceeding 24 hours.
- The withdrawal request will be included in the register of exercises of GDPR rights kept by the EADTrust Data Protection Officer; as well as the file created for this purpose.
- The request for withdrawal of consent will be handled technically by the EADTrust Systems Officer.
- Once the withdrawal process has been completed, the EADTrust Data Protection Officer will send a communication to the data subject informing him/her of the withdrawal. (Annex II) of this procedure; as well as, of the existence, or not, of other legal bases to maintain the processing of the data in question.

IMPORTANT: When EADTrust processes personal data as a Data Processor, the Data Controller will be informed and will proceed as agreed with the Data Controller in the relevant contracts. In the event that the Controller does not delegate the management of the withdrawal of consent to EADTrust, EADTrust will inform the data subject. As well as the mechanisms available to exercise his or her right before the Data Controller.

ANNEX I WITHDRAWAL OF CONSENT FORM

DETAILS OF THE CONTROLLER/ PROCESSOR

Name/Company name:Address to which
the right of access is being exercised: Street/Plaza
no.Postcode City Province
..... Autonomous Community C.I.F.

DETAILS OF THE INTERESTED PARTY OR LEGAL REPRESENTATIVE (1)

Mr/Ms., of legal age, with
address at Calle/Plaza nº.... Town
..... Province C.P. Autonomous
Community with DNI/NIE/Passport, a copy of which
is attached. I hereby exercise the right to withdraw my consent to the processing of my personal
data in accordance with Article 7 of REGULATION (EU) 2016/679 OF THE EUROPEAN
PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of individuals with regard
to the processing of personal data and on the free movement of such data and repealing
Directive 95/46/EC and, accordingly,

REQUEST,

That my exercise of the right to withdraw my consent be granted, providing me free of charge
with the exercise of this right.

That in the event of refusal, I be informed of the reasons within 24 hours, so that I can file a
complaint with the Spanish Data Protection Agency, under Article 57 of REGULATION (EU)
2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the
protection of individuals with regard to the processing of personal data and on the free
movement of such data and repealing Directive 95/46/EC.

At, on 20.....

Signed:

(1) It may also be exercised through legal representation, in which case, in addition to the
DNI/NIE/PASSPORT of the interested party, a DNI/NIE/PASSPORT and an authentic document
accrediting the representation of the third party must be provided.

Likewise, the user is informed that he/she may lodge a complaint regarding the protection of
his/her personal data with the Spanish Data Protection Agency, through the following link of the

electronic headquarters of the Spanish Data Protection Agency: <https://sedeagpd.gob.es/sede-electronica-web/vistas/formReclamacionDerechos/>

ANNEX II RESPONSE TO REQUESTS FOR THE EXERCISE OF THE RIGHT TO WITHDRAW CONSENT

The text in italics, shown below, will be used by the University to respond to requests to exercise the right to exercise the right to portability of personal data.

"Dear Sir or Madam

Having received your request to withdraw your consent to the processing of your personal data held in processing operations for which EADTrust is responsible, we would like to inform you of the following:

(Please select the appropriate section)

- *We hereby inform you that EADTrust has ceased the processing of your personal data in the service of: _____ for which you gave your consent. From this moment on, no further processing of your data will be carried out. This does not mean that the processing carried out up to the date of this letter can be challenged for lack of consent of the data subject.*

- *We hereby inform you that EADTrust has ceased the processing of your personal data in the service of: _____ for which you gave your consent. However, there are other legal bases that support the processing of the personal data indicated. These are:*

_____.

You can exercise your other rights under the GDPR by following the instructions at <http://eadtrust.rgpd.de/informacion-sobre-ejercicio-de-derechos/>.

Yours sincerely,

At, on..... 20.....

Signed:"