This table must be completed where the consultancy arrangement means that personal data will be provided to Lancaster University, or stored within University equipment or systems, that has been provided by the consultancy partner or any other third party. If [personal data](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) is being provided to LU, please complete **Section 1**. If [special category data](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/) is being provided, please complete both **Section 1** & **Section 2. T**he consultancy partner or third party providing the data to LU will often provide these answers.

Completed forms should be appended to the consultancy application form and submitted to…

|  |  |
| --- | --- |
| **Section 1 -** |  |
| Data items provided | E.g. name, date or birth, medical diagnosis, etc. |
| If personal data is being provided, please select the lawful basis which allows the partner or third party to share this data with LU. Please highlight the applicable lawful basis | a) Consent - the individual has given their consent for data to be shared with LU  b) Contract – the use of the data, and subsequent sharing with LU, is required for the fulfilment of a contract the individual has with the partner or third party  c) Legal obligation – the use of the data, and subsequent sharing with LU, is required for the partner or third party to meet their legal obligations  d) Vital interests – the use of the data, and subsequent sharing with LU, is required to protect someone’s life  e) Public task - the use of the data, and subsequent sharing with LU, is required to perform a task in the public interest or the task has a clear basis in law  f) Legitimate interests - the use of the data, and subsequent sharing with LU, is in the legitimate interests of the partner or third party providing the personal data |
| If a) ‘Consent’ has been chosen, please provide a copy of the consent statement that individual’s agreed to which allows the use and sharing of the data |  |
| If f) ‘Legitimate interests’ has been chosen, please confirm that a ‘balancing test’ has been completed by the partner or third party and provide a copy |  |
| Whichever lawful basis has been selected, please include the Privacy Notice provided to individuals when this data was collected |  |
|  |  |
| **Section 2 -** |  |
| If special category data is being provided by the consultancy partner or third party, please select the additional lawful basis which allows them to share it with LU. Please highlight the applicable lawful basis | a) Consent – the individual has given their explicit consent for the partner or third party to share this data with LU for the stated purposes  b) Equality/Employment law - the use of the data, and subsequent sharing with LU, is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law  c) Vital Interests - the use of the data, and subsequent sharing with LU, is required to protect someone’s life where the individual is physically or legally incapable of giving consent  d) Legitimate activities - the use of the data, and subsequent sharing with LU, is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body  e) Public data – the data being used and shared with LU has already been made public by the individual themselves  f) Legal claims - the use of the data, and subsequent sharing with LU, is necessary for the establishment, exercise or defence of legal claims  g) Public interest - the use of the data, and subsequent sharing with LU, is necessary for reasons of substantial public interest  h) Medicine- the use of the data, and subsequent sharing with LU, is necessary for reasons of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services  i) Public health - the use of the data, and subsequent sharing with LU, 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 quality and safety of health care and of medicinal products or medical devices  j) Research - the use of the data, and subsequent sharing with LU, is necessary for archiving purposes in the public interests, scientific or historical research purposes or statistical purposes |