

## BACKGROUND:

<<insert business name>> understands that it is important to you and that you care about how your personal data is collected and used. <<insert business name>> respects and values the privacy of everyone who visits this website, and will only collect and use personal data in a way that is described here, and in a way that is consistent with [our] OR [my] obligations under the law.

Please read this Privacy Policy carefully so that you understand it. Your acceptance of this Privacy Policy is requested <<insert business name>>.

### 1. Definitions and Interpretation

In this Policy the following terms have the following meanings:

“Account”

“Cookie”

[“Cookie Law”

### 2. Information About [Us] OR [Me]

[Our] OR [My] Site is [owned/operated by] <<insert business name>>, a <<insert business type, e.g. limited company/sole trader etc.>> [registered in England under company number <<insert company number>>].

[Registered address: <<insert registered address>>].

[Main trading address:] OR [Main contact address:] <<insert main trading/contact address>>].

[VAT number: <<insert VAT number>>].

[Data Protection Officer: <<insert name of Data Protection Officer>>].

Email address: <<insert email address>>].

Telephone number: <<insert telephone number>>].

Postal address: <<insert postal address>>].

[Representative: <<insert name of representative>>].

Email address: <<insert email address>>].

Telephone number: <<insert telephone number>>].

Postal address: <<insert postal address>>].

[[We are] OR [I am] regulated by the <<insert name of regulator(s)>>].

is important to you and that you respect and value the privacy of everyone who visits this website, <> (“[Our] OR [My] Site”) and will only collect and use personal data as described here, and in a way that is consistent with the law.

you understand it. Your acceptance of this Privacy Policy is requested <>.

wing meanings:

required to access and/or use certain features of [Our] OR [My] Site;

file placed on your computer or mobile device when you visit certain parts of [My] Site when you visit certain parts of [My] Site and/or when you use [My] Site and/or when you use [Our] OR [My] Site. Details of the cookies used on [Our] OR [My] Site are set out in Part 3 of this Policy.

parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;]

insert business name>>, a <<insert business type, e.g. limited company/sole trader etc.>> [registered in England under company number <<insert company number>>].

ress>>].

ber>>].

ber>>].

of regulator(s)>>].

[[We are] OR [I am] a member of association(s) etc.>>]  
[<<insert further information>>]

### 3. What Does This Policy Cover?

This Privacy Policy applies to the website and any other services that we provide. It may contain links to other websites. We advise you to check the privacy policy of those websites before providing any data to them.

### 4. What Is Personal Data?

Personal data is defined in the Data Protection Act 2018 (collectively, "the Data Protection Act") as 'any information relating to an identifiable person who can be identified in particular by reference to an identifier'.

Personal data is, in simple terms, any information about you that enables you to be identified. Personal data can include details such as your name and contact information, but it also covers more sensitive information such as identification numbers, electronic location data, and

### 5. What Are My Rights?

Under the Data Protection Act 2018, you have the following rights, which [we] OR [I] will always work to uphold:

- a) The right to be informed about the collection and use of your personal data. This means that we will tell you everything you need to know, but you can also ask questions using the contact details in Part 13.
- b) The right to access your personal data. We will tell you how to do this.
- c) The right to have your personal data deleted or otherwise disposed of by [us] OR [me] if you request this using the details in Part 13.
- d) The right to be forgotten. We will delete or otherwise dispose of your personal data that [we] OR [I] hold. Please contact [us] OR [me] using the details in Part 13 to find out more.
- e) The right to restrict the processing of your personal data.
- f) The right to object to the processing of your personal data for a particular purpose or purposes.
- g) The right to withdraw your consent as soon as you are aware that you have given your consent to the processing of your personal data, if [we are] OR [I am] relying on your consent as the legal basis for processing your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. If you have provided personal data to [us] OR [me] and we are using it with your consent or for the performance of a contract, you can ask us to provide a copy of that personal data to re-use with another service or product.

- i) Rights relating to a not use your person

For more information about your rights as outlined above in Part 15.

It is important that your personal data [we] OR [me] informed as long as [we] OR [me]

Further information about the Commissioner's Office or your

If you have any cause for concern, you have the right to lodge a complaint. [We] OR [I] would welcome your concerns [ourselves] OR [myself], however, so please

6. What Data Do You Collect

Depending upon your use of our services, we may collect some or all of the personal data set out in the table below. The methods also set out in the table below about [our] OR [my] use of cookies. See our Cookie Policy <<insert link>> for more information. We do not collect any 'special category' or 'sensitive' personal data] AND/OR [data relating to criminal convictions]

Data Collected
[Identity Information including <<insert details>> collected, e.g. name, title, date of birth, gender>>.]
[Contact information including <<insert details>> collected, e.g. address, email address, telephone number>>.]
[Business information including <<insert details>> collected, e.g. business name, business address, profession>>.]
[Payment information including <<insert details>> collected, e.g. card details, bank account numbers>>.]
[Profile information including <<insert details>> collected, e.g. preferences, interests, purchase history>>.]
[Technical information including <<insert details>> collected, e.g. IP address, browser type, version, operating system>>.]
[Data from third parties including <<insert details>> data collected, e.g. technical information]

ing and profiling. [[We] OR [I] do

your personal data or exercising your rights OR [me] using the details provided

urate and up-to-date. If any of the changes, please keep [us] OR [me]

we obtained from the Information Commissioner's Bureau.

R [my] use of your personal data, you can contact the Information Commissioner's Office. We will always take your concerns [ourselves] OR [myself] first, using the details in Part 15.

[we] OR [I] may collect and hold the data set out in the table below, using the methods set out in the table below. For more information, see Part 14 for more information about the technologies [and [our] OR [my] use of cookies]. We do not collect any 'special category' or 'sensitive' personal data] AND/OR [data relating to children]

[We] OR [I] Collect the Data
method of collection and/or purpose
method of collection and/or purpose
method of collection and/or purpose
method of collection and/or purpose
method of collection and/or purpose
method of collection and/or purpose
method of collection and/or purpose

contact information, profile information	
[<<add further information as required>>]	

## 7. How Do You Use My Personal Data?

Under the Data Protection Act 1998, we must always have a lawful basis for using personal data. To see how we use your personal data, and the lawful basis for doing so:

[We] must always have a lawful basis for using personal data. To see how [we] OR [I] [will] OR [may] use your personal data, and the lawful basis for doing so:

What [We] OR [I] Do	Why We Do It	[Our] OR [My] Lawful Basis
[Registering you on [Our] OR [My] Site.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Providing and managing your Account.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Providing and managing your access to [Our] OR [My] Site.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Personalising and tailoring your experience on [Our] OR [My] Site.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Administering [Our] OR [My] Site.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Administering [our] OR [my] business.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Supplying [our] OR [my] [products] AND/OR [services] to you.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Managing payments for [our] OR [my] [products] AND/OR [services].]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Personalising and tailoring [our] OR [my] [products] AND/OR [services] for you.]	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.

# SAMPLE

[Communicating with you.]	<<	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Supplying you with information by [email] <b>AND/OR</b> [post] that you have opted-in-to (you may opt-out at any time by <<insert opt-out method>>.)]	<<	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[<<add further uses as required>>.]		

[With your permission and personal data for marketing **AND/OR** [telephone] **AND** and offers on [our] **OR** [m unlawful marketing or spam and comply with [our] **OR** the Privacy and Electronic will always have the oppo express opt-in consent b marketing purposes and yd

Third Parties (including << site >>) whose content appears as detailed below in Part 2, may use cookies to enhance your navigation, personalize site navigation and presentation, and deliver more relevant advertising. Please note that these cookies do not collect information about you, nor do they collect any personally identifiable information. We do not share any information with third parties, nor the data collected by our cookies. We advise you to check the privacy policy of each third party.

[[We] OR [I] use the following  
[decision-making] AND/OR  
[we] OR [I] take on the basis of  
someone review the action  
method), the Data Protection  
[us] OR [me] to find out more

- [The following authorizations are required to be included in the contract:]
  - <<insert similar language to the legal basis of the contract, that data, and
  - <<add further details
- [The following authorizations are required to be included in the contract:]
  - <<insert similar language to the legal basis of the contract, which you rely on, and the intended purpose of the data
  - <<add further details

**[We] OR [I]** will only use  
originally collected unless  
compatible with that or tho

law, [we] **OR** [I] may also use your personal data to include contacting you by [email] **OR** [post] with information, news, and services]. You will not be sent any unsolicited work to fully protect your rights under the Data Protection Legislation and (EU) Regulations 2003, and you will **OR** [I] will always obtain your consent to share your personal data with third parties for marketing at any time.]

ies whose content appears on the Site may use third-party Cookies, Part 14 for more information on do not control the activities of such use themselves, and [we] OR [I] third parties.

s] for carrying out certain kinds of  
t you wish to query any action that  
est 'human intervention' (i.e. have  
an relying only on the automated  
the right to do so. Please contact  
art 15.

method(s) may be used:

ated decision-making including the data used, the reason(s) for using and effects>>.

4.1

place:

ling including the legal basis on  
reason(s) for using that data, and

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the purpose(s) for which it was  
I believe that another purpose is  
and need to use your personal data

for that purpose. If [we] OR [us] OR [me] to explain how we will contact [us] OR [me] using

If [we] OR [I] need to use your personal data for a purpose that is incompatible with, the purpose for which it was originally collected, [we] OR [I] will inform you and explain the reasons for this.

In some circumstances, where we are required by law, your personal data without your consent. This will only be done within the bounds of the Data Protection Act 1998.

8. How Long Will You Keep My Personal Data?

[We] OR [I] will not keep your personal data for longer than is necessary in light of the reason(s) for which it was collected. If your personal data will be kept for the following period of time, the following factors will be used to determine how long we will keep it for:

Type of Data	[We] OR [I] Keep It
[Identity Information including <<add further information as required>> collected, e.g. name, title, date of birth, gender>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Contact information including <<add further information as required>> collected, e.g. address, email address, telephone number>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Business information including <<add further information as required>> collected, e.g. business name, business address, profession>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Payment information including <<add further information as required>> collected, e.g. card details, bank account numbers>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Profile information including <<add further information as required>> collected, e.g. preferences and interests, username and password, browsing history>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Technical information including <<add further information as required>> collected, e.g. IP address, browser type, version, operating system>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[<<add further information as required>>]	

9. How and Where Do You Store My Personal Data?

[[We] OR [I] will [only store your personal data] in the UK. This means that your personal data is protected under the Data Protection Act 1998.]

AND/OR

[[We] OR [I] will [only store your personal data] in the UK. This means that your personal data is protected under the Data Protection Act 1998.]

personal data in this way and you wish to transfer your personal data to a country not compatible with the original, please contact us.

a purpose that is unrelated to, or incompatible with, the purpose for which it was originally collected, [we] OR [I] will inform you and explain the reasons for this.

d by law, [we] OR [I] may process your personal data without your consent. This will only be done within the bounds of the Data Protection Act 1998.

y longer than is necessary in light of the reason(s) for which it was collected. If your personal data will therefore be kept for the following period of time, the following factors will be used to determine how long we will keep it for:

[We] OR [I] Keep It
Details of retention period, or how long it will be determined if no fixed period is specified.
Details of retention period, or how long it will be determined if no fixed period is specified.
Details of retention period, or how long it will be determined if no fixed period is specified.
Details of retention period, or how long it will be determined if no fixed period is specified.
Details of retention period, or how long it will be determined if no fixed period is specified.
Details of retention period, or how long it will be determined if no fixed period is specified.

Personal Data?

OR [store some of your personal data] in the UK. This means that your personal data is protected under the Data Protection Act 1998.

OR [store some of your personal data] in the UK. This means that your personal data is protected under the Data Protection Act 1998.

data] within the European member states, plus Norway. Your personal data will be fully protected by standards by law. Transfers of your personal data without additional safeguards

#### AND/OR

[[We] OR [I] [may] store some of your personal data in the UK. These are known as "adequate" jurisdictions to ensure that your personal data is protected within the UK and under the same level of

[We ensure that your personal data is protected under Binding corporate rules are in place which are required to follow when processing personal data. For further information, please refer to the [Information Commissioner's Office](#) website.

#### OR

[[We] OR [I] will only store your personal data in or to countries that are deemed to provide an adequate level of protection for personal data. For further information about adequacy of data protection regulations, please refer to the [Information Commissioner's Office](#) website.

#### OR

[[We] OR [I] will use specific safeguards for your personal data protection that ensure the same level of protection. For further information, please refer to the [Information Commissioner's Office](#) website.

Please contact [us] OR [me] for more information about the particular data protection measures we are transferring your personal data to.

The security of your personal data, [we] OR [I] take a number of measures to ensure that your personal data is secure, including:

- limiting access to your personal data to only those who need to know and other third parties who are subject to duties of confidentiality
- procedures for dealing with data breaches (the accidental or unlawful disclosure of, or access to, your personal data) including reporting to the Information Commissioner's Office where [we are] OR [I am]
- <<describe specific measures>>

#### 10. Do You Share My Personal Data?

[[We] OR [I] will not share your personal data with any third parties for any purposes, subject to the following:

[If [we] OR [I] sell, transfer or otherwise dispose of our business or assets, your personal data may be transferred to the new owner. The new business may continue to use your personal data in the same way(s) that [we] OR [I] have used it, as specified in our privacy policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include responding to court proceedings or complying with a

EA"). The EEA consists of all EU member states, plus Norway. This means that your personal data will be fully protected by EU GDPR and/or to equivalent standards by law. Transfers of your personal data from the UK are permitted without additional safeguards

personal data in countries outside of the UK. These are known as "adequate" jurisdictions to ensure that your personal data is protected within the UK and under the same level of protection as follows:

and under binding corporate rules. Binding corporate rules are in place which all our group companies are required to follow when processing personal data. For further information, please refer to the [Information Commissioner's Office](#) website.

data in or to countries that are deemed to provide an adequate level of protection for personal data. For further information about adequacy of data protection regulations, please refer to the [Information Commissioner's Office](#) website.

which ensure the same levels of protection for personal data. For further information, please refer to the [Information Commissioner's Office](#) website.

ow in Part 15 for further information about the particular data protection measures [used by [us] OR [me] when transferring your personal data to.

[us] OR [me], and to protect your personal data, including the following:

the employees, agents, contractors, and other third parties who are subject to duties of confidentiality and ensuring that they are subject to duties of confidentiality

ness (the accidental or unlawful disclosure of, or access to, your personal data) including reporting to the Information Commissioner's Office where [we are] OR [I am] required to do so;

data with any third parties for any purposes, subject to the following:

OR [my] business or assets, your personal data may be transferred to the new owner. Any new owner of [our] OR [my] business may continue to use your personal data in the same way(s) that [we] OR [I] have used it, as specified in our privacy policy.

be legally required to share certain personal data, which might include responding to court proceedings or complying with a court order, or the instructions of a

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operating in the U.S. Corporate Telephone Preference Service (“the TPS”), the National Do Not Call Registry (“the CTPS”), and the Mailing Preference Service (“the MPS”) may help to prevent you receiving unsolicited marketing communications. However, that these services will not prevent you from receiving communications that you have consented to receive.

## 12. Can I Withhold Information?

You may access [certain a] data at all. [However, to u] Site you may be required to

You may restrict [our] OR [and [our] OR [my] Cookie

## 13. How Can I Access My Personal Information?

If you want to know what p OR [me] for details of the personal data is held). This

All subject access requests addresses shown in Part Access Request Form is a but it is the easiest way to respond to your request as

There is not normally any ‘manifestly unfounded or e fee may be charged to cov

[We] OR [I] will respond to than one month)>> and, Normally, [we] OR [I] aim personal data within that ti more complex, more time r date [we] OR [I] receive yo progress.

## 14. How Do You Use Cookies?

[[Our] OR [My] Site may computer or device. First-p are used only by [us] OR [ experience of [Our] OR [products] AND/OR [servic have taken steps to ensu respected at all times.

By using [Our] OR [My] Sit computer or device. Third and/or parties other than [ [My] Site for <<insert desc please refer to the table b [Our] OR [My] Site and yo

ference Service (“the TPS”), the (“the CTPS”), and the Mailing may help to prevent you receiving over, that these services will not communications that you have

Site without providing any personal tions available on [Our] OR [My] collection of certain data.]

For more information, see Part 14

have about you, you can ask [us] or a copy of it (where any such access request”.

ing and sent to the email or postal sy as possible for you, a Subject You do not have to use this form, thing [we] OR [I] need to know to

ccess request. If your request is if you make repetitive requests) a trative costs in responding.

request within [<<insert period (less than] one month of receiving it. response, including a copy of your ever, particularly if your request is maximum of three months from the ept fully informed of [our] OR [my]

certain first-party Cookies on your placed directly by [us] OR [me] and okies to facilitate and improve your ide and improve [our] OR [my] arefully chosen these Cookies and d personal data is protected and

certain third-party Cookies on your se placed by websites, services, y Cookies are used on [Our] OR party cookies>>. For more details, e not integral to the functioning of [Our] OR [My] Site will not be

impaired by refusing conse

All Cookies used by and o  
Cookie Law.

Before Cookies are placed  
description of prompt, e.g.  
By giving your consent to  
provide the best possible e  
consent to the placing of  
may not function fully or as  
first-party Cookies and bloc

[Certain features of [Our]  
deems these Cookies to  
table below. Your consent  
important that you are awa  
your internet browser's set  
[My] Site may not work pr  
ensure that your privacy is

The following first-party Co

Name of Cookie	Purpose
<<insert file name>>	<<insert d
<<insert file name>>	<<insert d
<<insert file name>>	<<insert d
<<insert file name>>	<<insert d
<<insert file name>>	<<insert d

and the following third-part

Name of Cookie	Provider
<<insert file name>>	<<Insert M
<<insert file name>>	<<Insert M
<<insert file name>>	<<Insert M
<<insert file name>>	<<Insert M
<<insert file name>>	<<Insert M

[Our] OR [My] Site uses a  
service provider(s)>>. We  
analyse anonymous usage  
how [Our] OR [My] Site is  
OR [My] Site and the [prod

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E

e used in accordance with current

vice, you will be shown a <<insert  
our consent to set those Cookies.  
you are enabling [us] OR [me] to  
to you. You may, if you wish, deny  
n features of [Our] OR [My] Site  
given the opportunity to allow only

o Cookies to function. Cookie Law  
These Cookies are shown in the  
place these Cookies, but it is still  
block these Cookies by changing  
but please be aware that [Our] OR  
[!] OR [!] have taken great care to  
em.]

your computer or device:

	Strictly Necessary
	<<yes / no>>
	<<yes / no>>
	<<yes / no>>
	<<yes / no>>
	<<yes / no>>

on your computer or device:

Purpose
<<insert description>>
<<insert description>>
<<insert description>>
<<insert description>>
<<insert description>>

d by <<insert name(s) of analytics  
a set of tools used to collect and  
[us] OR [me] to better understand  
[us] OR [me] to improve [Our]  
offered through it.

The analytics service(s) use(s) Cookies to gather the required information. You may choose to enable or disable Cookies, however whilst [our] OR [my] Site may not be able to provide your safe use of [Our] OR [My] Site, we will continue to improve [Our] OR [My] Site.

The analytics service(s) use(s) the following Cookies:

Name of Cookie	First / Third Party
<<insert file name>>	<<first / third>>
<<insert file name>>	<<first / third>>
<<insert file name>>	<<first / third>>
<<insert file name>>	<<first / third>>
<<insert file name>>	<<first / third>>

In addition to the controls described above, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to enable or only third-party Cookies. By default, most internet browsers are set to enable Cookies. For further details, please consult the documentation for your internet browser or the documentation that came with your device.

You can choose to delete Cookies from your computer or device at any time, however you may lose any information stored in Cookies, including, but not limited to, personalisation settings.

It is recommended that you update your internet browser and manually adjust your privacy settings to ensure you are up-to-date and that you consult the documentation for your internet browser and manually adjust your privacy settings to ensure you are up-to-date.

OR

[[Our] OR [My] Site may use Cookies on your computer or device. First-party Cookies are used only by [us] OR [me] to facilitate and improve your experience of [Our] OR [My] Site. [Our] OR [My] Site may also receive Cookies from third-party service providers. Third-party Cookies are those placed by websites, services or other third parties. Third-party Cookies are used on [Our] OR [My] Site to provide you with a more useful experience. In addition to the first-party Cookies described above, [Our] OR [My] Site may use the following third-party Cookies: <<insert name(s) of analytics service(s)>>. In addition to the first-party Cookies described above, [Our] OR [My] Site may use the following third-party Cookies: <<insert name(s) of analytics service(s)>>.

[Our] OR [My] Site use(s) Cookies to gather the required information. You may choose to enable or disable Cookies, however whilst [our] OR [my] Site may not be able to provide your safe use of [Our] OR [My] Site, we will continue to improve [Our] OR [My] Site.

[Our] OR [My] Site use(s) the following Cookies:

Purpose
<<insert description>>
<<insert description>>
<<insert description>>
<<insert description>>
<<insert description>>

In addition to the controls described above, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to enable or only third-party Cookies. By default, most internet browsers are set to enable Cookies. For further details, please consult the documentation for your internet browser or the documentation that came with your device.

You can choose to delete Cookies from your computer or device at any time, however you may lose any information stored in Cookies, including, but not limited to, personalisation settings.

It is recommended that you update your internet browser and manually adjust your privacy settings to ensure you are up-to-date and that you consult the documentation for your internet browser and manually adjust your privacy settings to ensure you are up-to-date.

[Our] OR [My] Site may use Cookies on your computer or device. First-party Cookies are used only by [us] OR [me] to facilitate and improve your experience of [Our] OR [My] Site. [Our] OR [My] Site may also receive Cookies from third-party service providers. Third-party Cookies are those placed by websites, services or other third parties. Third-party Cookies are used on [Our] OR [My] Site to provide you with a more useful experience. In addition to the first-party Cookies described above, [Our] OR [My] Site may use the following third-party Cookies: <<insert name(s) of analytics service(s)>>. In addition to the first-party Cookies described above, [Our] OR [My] Site may use the following third-party Cookies: <<insert name(s) of analytics service(s)>>.

analytics refers to a set of  
[us] OR [me] to better un  
details, please refer to [our

analyse usage statistics, enabling  
se [Our] OR [My] Site. For more  
<<Insert Link>>.]

15. **How Do I Contact You?**

To contact [us] OR [me]  
protection, including to m  
details [(for the attention of

with your personal data and data  
request, please use the following

Email address: <<in

Telephone number:

per>>.

Postal Address: <<i

16. **Changes to this Privacy P**

[We] OR [I] may change  
necessary, for example, if  
business in a way that affe

rom time to time. This may be  
we] OR [I] change [our] OR [my]  
on.

Any changes will be imm  
deemed to have accepted  
OR [My] Site following the  
page regularly to keep up-  
date>>.

] OR [My] Site and you will be  
y Policy on your first use of [Our]  
] recommend that you check this  
olicy was last updated on <<insert