BACKGROUND:

<<insert business name>> under care about how your personal da everyone who visits this website. only collect and use personal da consistent with [our] OR [my] oblid

Please read this Privacy Policy ca of this Privacy Policy is requested

1. **Definitions and Interpreta**

In this Policy the following

"Account"

"Cookie"

["Cookie Law"

2. Information About [Us] O

[Our] OR [My] Site is [own business type, e.g. limited England under company nu

[Registered address: <<ins

[Main trading address:] OR

[VAT number: <<insert VAT

Data Protection Officer: <

Email address: <<ir

Telephone number:

Postal address: <<il

[Representative: <<insert r

Email address: <<ir

Telephone number:

Postal address: <<ii

[[We are] OR [I am] regula



is important to you and that you respect and value the privacy of >> ("[Our] OR [My] Site") and will cribed here, and in a way that is nder the law.

bu understand it. Your acceptance acceptance is requested>>.

wing meanings:

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

file placed on your computer or [My] Site when you visit certain [My] Site and/or when you use Our] OR [My] Site. Details of the r] OR [My] Site are set out in Part

arts of the Privacy and Electronic Directive) Regulations 2003;

sert business name>>, a <<insert sole trader etc.>> [registered in number>>1.

ress>>.

ber>>.

ber>>.

of regulator(s)>>.]

[[We are] **OR** [I am] a men [<<insert further information

3. What Does This Policy Co

This Privacy Policy applies may contain links to other whow your data is collected, you to check the privacy p them.

4. What Is Personal Data?

Personal data is defined (collectively, "the Data Pr identifiable person who car to an identifier'.

Personal data is, in simple identified. Personal data of details, but it also covers electronic location data, an

5. What Are My Rights?

Under the Data Protection [I] will always work to upho

- a) The right to be in personal data. This know, but you can a questions using the
- b) The right to access tell you how to do the
- c) The right to have yo by [us] **OR** [me] is using the details in
- d) The right to be fo otherwise dispose of contact [us] **OR** [me
- e) The right to restrict
- f) The right to object purpose or purpose
- g) The right to withdra on your consent as to withdraw that cor
- h) The right to data p data to [us] OR [me for the performance means, you can as with another service

of association(s) etc.>>]

OR [My] Site. [Our] OR [My] Site at [we] OR [I] have no control over r websites and [we] OR [I] advise sites before providing any data to

d the Data Protection Act 2018 a 'any information relating to an dentified in particular by reference

about you that enables you to be n such as your name and contact n such as identification numbers,

e following rights, which [we] OR

[my] collection and use of your tell you everything you need to me] to find out more or to ask any

DR [I] hold about you. Part 13 will

d if any of your personal data held te. Please contact [us] **OR** [me]

ask [us] **OR** [me] to delete or data that [we] **OR** [l] hold. Please t 15 to find out more.

ing of your personal data.

our personal data for a particular

that, if [we are] OR [I am] relying your personal data, you are free

at, if you have provided personal I am using it with your consent or ata is processed using automated by of that personal data to re-use ses.

i) Rights relating to a not use your persor

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

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

Further information about Commissioner's Office or v

If you have any cause for you have the right to lodge

[We] **OR** [I] would welcom [myself], however, so pleas

6. What Data Do You Collec

Depending upon your use some or all of the persona the methods also set out i about [our] OR [my] use Cookie Policy <<insert link 'sensitive' personal data] A relating to criminal conviction

Data Collected

[Identity Information including << collected, e.g. name, title, dat gender>>.]

[Contact information including < collected, e.g. address, emai telephone number>>.]

[Business information including < collected, e.g. business name profession>>.]

[Payment information including <- collected, e.g. card details, bar numbers>>.]

[Profile information including << collected, e.g. preferences, inte details, purchase history>>.]

[Technical information including < collected, e.g. IP address, brows version, operating system>>.]

[Data from third parties includir data collected, e.g. technical

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

your personal data or exercising **PR** [me] using the details provided

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

e obtained from the Information Bureau.

R [my] use of your personal data, rmation Commissioner's Office.

lve your concerns [ourselves] **OR** irst, using the details in Part 15.

[we] OR [I] may collect and hold a set out in the table below, using see Part 14 for more information technologies [and [our] OR [my] t collect any ['special category' or elating to children] AND/OR [data



DR [I] Collect the Data

method of collection and/or .

method of collection and/or

contact information, profile information

[<<add further information as require

7. How Do You Use My Persor

Under the Data Protection Le for using personal data. The fuse your personal data, and [

What [We] OR [I] Do	Wha
[Registering you on [Our] OR [My] Site.]	< <ins< td=""></ins<>
[Providing and managing your Account.]	< <ins< td=""></ins<>
[Providing and managing your access to [Our] OR [My] Site.]	< <ins< td=""></ins<>
[Personalising and tailoring your experience on [Our] OR [My] Site.]	< <ins< td=""></ins<>
[Administering [Our] OR [My] Site.]	< <ins< td=""></ins<>
[Administering [our] OR [my] business.]	< <ins< td=""></ins<>
[Supplying [our] OR [my] [products] AND/OR [services] to you.]	< <ins< td=""></ins<>
[Managing payments for [our] OR [my] [products] AND/OR [services].]	< <ins< td=""></ins<>
[Personalising and tailoring [our] OR [my] [products] AND/OR [services] for you.]	< <ins< td=""></ins<>



ust always have a lawful basis how [we] OR [l] [will] OR [may] s for doing so:

[Our] OR [My] Lawful Basis
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>
< <insert "legitimate="" (if="" are="" basis="" interest(s)="" interests",="" is="" lawful="" legitimate="" or="" state="" the="" what="">>.</insert>

[Communicating with you.]	<<
[Supplying you with information by [email] AND/OR [post] that you have opted-in-to (you may opt-out at any time by < <insert method="" opt-out="">>.]</insert>	<<
[< <add as="" further="" required="" uses="">>.]</add>	

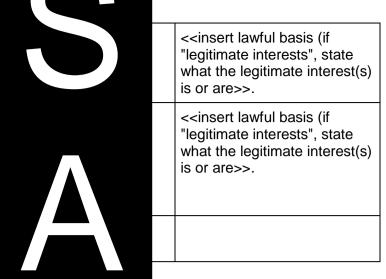
[With your permission and personal data for marketin AND/OR [telephone] AND/ and offers on [our] OR [m] unlawful marketing or spar and comply with [our] OR the Privacy and Electronic will always have the opposite express opt-in consent be marketing purposes and your personal data for marketing and offers on [our] or personal data for marketing and offers on [our] or personal data for marketing and offers on [our] or personal data for marketing and personal data for market

[[We] OR [I] use the follow [decision-making] AND/OR [we] OR [I] take on the base someone review the action method), the Data Protecti [us] OR [me] to find out method

- [The following autor
 - <<insert simlegal basisthat data, ar
 - < <add further</p>
- [The following autor
 - <<insert sin which you r the intended
 - <<add further</p>

[We] OR [I] will only u originally collected unle compatible with that or data for that purpose. If wish [us] OR [me] to explease contact [us] OR

If [we] OR [I] need to u incompatible with, the p will inform you and exp



w, [we] OR [I] may also use your include contacting you by [email] /OR [post] with information, news, ervices]. You will not be sent any as work to fully protect your rights be Data Protection Legislation and ective) Regulations 2003, and you of OR [I] will always obtain your sonal data with third parties for at any time.]

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.

hethod(s) may be used:

ated decision-making including the ata used, the reason(s) for using affects>>.

.]

place:

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

·.]]

or the purpose(s) for which it was by believe that another purpose is s) and need to use your personal personal data in this way and you use is compatible with the original, Part 15.

r a purpose that is unrelated to, or as originally collected, [we] OR [I] allows [us] OR [me] to do so.

In some circumstances process your personal done within the bounds

8. How Long Will You Keep

[We] OR [I] will not keep y of the reason(s) for which kept for the following perio will be used to determine h

Type of Data

[Identity Information including << collected, e.g. name, title, dat gender>>.]

[Contact information including << collected, e.g. address, emai telephone number>>.]

[Business information including < collected, e.g. business name profession>>.]

[Payment information including <- collected, e.g. card details, bar numbers>>.]

[Profile information including << collected, e.g. preferences and username and password, history>>.]

[Technical information including < collected, e.g. IP address, browse version, operating system>>.]

[<<add further information as requ

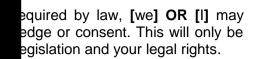
9. How and Where Do You

[[We] **OR** [I] will [only sto data] in the UK. This mea Legislation.]

AND/OR

[[We] OR [I] will [only sto data] within the European member states, plus Nor personal data will be full standards by law. Transfer without additional safeguar

AND/OR



y longer than is necessary in light ur personal data will therefore be fixed period, the following factors

[We] OR [I] Keep It

tails of retention period, or how vill be determined if no fixed

tails of retention period, or how vill be determined if no fixed

etails of retention period, or how vill be determined if no fixed

tails of retention period, or how vill be determined if no fixed

tails of retention period, or how vill be determined if no fixed

tails of retention period, or how vill be determined if no fixed

rsonal Data?

OR [store some of your personal ptected under the Data Protection

OR [store some of your personal EA"). The EEA consists of all EU ntenstein. This means that your EU GDPR and/or to equivalent e EEA from the UK are permitted



[[We] OR [I] [may] store s UK. These are known as ensure that your personal within the UK and under the

[We ensure that your pe Binding corporate rules are required to follow when p refer to the <u>Information Cor</u>

OR

[[We] OR [I] will only sto deemed to provide an ad information about adequace Information Commissioner'

OR

[[We] **OR** [I] will use specersonal data protection the information, please refer to

Please contact [us] **OR** [m about the particular data transferring your personal of

The security of your perso data, [we] **OR** [I] take a nu

- limiting access to you
 and other third part
 are subject to duties
- procedures for de destruction, loss, a personal data) incluing Office where [we ar
- <<describe specific

10. Do You Share My Person

[[We] **OR** [I] will not share purposes, subject to the following

[If [we] OR [I] sell, transfer personal data may be tran business may continue to thave used it, as specified in

In some limited circumstar personal data, which migh proceedings or complying government authority.]

OR

[[[We] OR [I] may share y group for <<insert descript [[our] OR [my] holding com

nal data in countries outside of the take additional steps in order to afely and securely as it would be tion as follows:

d under binding corporate rules. which all our group companies are a. For further information, please

data in or to countries that are on for personal data. For further cy regulations, please refer to the

which ensure the same levels of Protection Legislation. For further sioner's Office.]

w in Part 15 for further information

] used by [us] OR [me] when

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

e employees, agents, contractors, d to know and ensuring that they

nes (the accidental or unlawful disclosure of, or access to, your or the Information Commissioner's ired to do so;

lata with any third parties for any

OR [my] business or assets, your Any new owner of [our] OR [my] the same way(s) that [we] OR [I]

e legally required to share certain are] OR [I am] involved in legal court order, or the instructions of a

other companies in [our] **OR** [my] s includes [subsidiaries] **AND/OR** s.]]



[[We] OR [I] may sometim [products] AND/OR [service

Recipient	Activity C
<pre><<insert (also="" (optionally)="" a="" and="" controller="" data="" is="" name="" of="" or="" processor)="" recipient="" state="" type="" whether="">>.</insert></pre>	< <insert si<br="">description or activities out>>.</insert>
[< <add as="" further="" recipients="" required="">>]</add>	

If any of your personal data [I] will take steps to ensure accordance with your rig obligations under the law, a

[If any personal data is tra steps in order to ensure the as it would be within the U above in Part 9.]

[If [we] OR [I] sell, transfer personal data may be tran business may continue to u have used it, as specified in

In some limited circumstar personal data, which migh proceedings or complying government authority.]

11. How Can I Control My Pe

- 11.1 In addition to your r
 5, when you submit
 options to restrict [c
 OR [l] aim to give y
 direct marketing pu
 from [us] OR [me
 provided in [our] O
 details [and by man
- 11.2 You may also wish operating in the U Corporate Telepho Preference Service unsolicited marketi prevent you from consented to receiv

S

wing third parties to supply certain

	Location
siness or etor and where >>.	< <insert (optionally)="" address="" and="" contact="" country="" details="" or="" other="">>.</insert>

arty, as described above, [we] **OR** is handled safely, securely, and in bligations, and the third party's rt 9.]

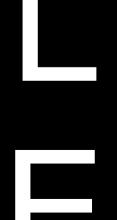
UK, [we] **OR** [I] will take suitable reated just as safely and securely rotection Legislation, as explained

OR [my] business or assets, your Any new owner of [our] OR [my] the same way(s) that [we] OR [I]

e legally required to share certain are] OR [I am] involved in legal court order, or the instructions of a

otection Legislation, set out in Part OR [My] Site, you may be given represented particular, [we] our] OR [my] use of your data for ility to opt-out of receiving emails by unsubscribing using the links [,] at the point of providing your

more of the preference services ference Service ("the TPS"), the ("the CTPS"), and the Mailing ay help to prevent you receiving ver, that these services will not communications that you have



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 Per

If you want to know what p **OR** [me] for details of th 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 [resperience of [Our] OR [products] AND/OR [service have taken steps to ensurespected at all times.

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 econsent to the placing of may not function fully or as first-party Cookies and blocking the cookies are placed.

[Certain features of [Our] deems these Cookies to table below. Your consent

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

or more information, see Part 14

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

ng 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.

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

rtain first-party Cookies on your aced directly by [us] OR [me] and okies to facilitate and improve your de and improve [our] OR [my] arefully chosen these Cookies and personal data is protected and

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 you. You may, if you wish, deny n features of [Our] OR [My] Site given the opportunity to allow only

Cookies to function. Cookie Law These Cookies are shown in the lace these Cookies, but it is still 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>	< <insert o<="" td=""></insert>
< <insert file="" name="">></insert>	< <insert o<="" td=""></insert>
< <insert file="" name="">></insert>	< <insert o<="" td=""></insert>
< <insert file="" name="">></insert>	< <insert o<="" td=""></insert>
< <insert file="" name="">></insert>	< <insert o<="" td=""></insert>

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

The analytics service(s) u required information. You however whilst [our] OR [r your safe use of [Our] O improve [Our] OR [My] Site

The analytics service(s) us

Name of Cookie	First / Thir Party
< <insert file="" name="">></insert>	< <first <br="">third>></first>
< <insert file="" name="">></insert>	< <first <br="">third>></first>
< <insert file="" name="">></insert>	< <first <br="">third>></first>
< <insert file="" name="">></insert>	< <first <br="">third>></first>
< <insert file="" name="">></insert>	< <first <br="">third>></first>

In addition to the controls disable Cookies in your in



block these Cookies by changing out please be aware that [Our] OR] OR [I] have taken great care to em.]

vour computer or device:

	Strictly Necessary
	< <yes no="">></yes>

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

Site use(s) Cookies to gather the] OR [me] to use these Cookies, it pose any risk to your privacy or able [us] OR [me] to continually more useful experience for you.

use(s) the following Cookies:

Purpose
< <insert description="">></insert>

te, you can choose to enable or ernet browsers also enable you to choose whether you wish default, most internet brow details, please consult the that came with your device

You can choose to delete you may lose any informat efficiently including, but not

It is recommended that yo date and that you consult internet browser and manu adjusting your privacy setti

OR

[[Our] OR [My] Site may computer or device. First-p are used only by [us] OR [I experience of [Our] OR [products] AND/OR [service provided by <<insert name Cookies. Website analytics statistics, enabling [us] OR Site. For more details, plea

15. How Do I Contact You?

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

Email address: <<ir

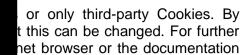
Telephone number:

Postal Address: <<i

16. Changes to this Privacy F

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

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



er or device at any time, however access Our Site more quickly and sonalisation settings.

wser and operating system up-toprovided by the developer of your r or device if you are unsure about

rtain first-party Cookies on your laced directly by [us] OR [me] and okies to facilitate and improve your de and improve [our] OR [my] R [My] Site uses analytics services e provider(s)>>, which also use used to collect and analyse usage and how people use [Our] OR [My] Cookie Policy <<Insert Link>>.]

ith your personal data and data equest, please use the following

ber>>.

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

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

