

## 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 trading address: <<insert main trading 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 and/or when you use certain features of [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 of [we] OR [my] Site. [Our] OR [My] Site may contain links to other websites where you may have provided information. [we] OR [I] have no control over these websites and [we] OR [I] advise you to check the privacy policy of these 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, information about you that enables you to be identified. Personal data can include details such as your name and contact details, but it also covers 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] OR [I] will tell you everything you need to know, but you can ask [us] OR [me] questions using the details in Part 13.
- b) The right to access your personal data. [we] OR [I] 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 ask [us] OR [me] to do this using the details in Part 13.
- d) The right to be forgotten. You can ask [us] OR [me] to delete or otherwise dispose of your personal data that [we] OR [I] hold. Please contact [us] OR [me] using the details in Part 15 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. That is, if [we are] OR [I am] relying on your consent to process your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. That is, if you have provided personal data to [us] OR [me] and [we] OR [I] are using it with your consent or for the performance of a contract, you are free to request a copy of that personal data to re-use for your own purposes.

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 and

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.

OR [my] use of your personal data, you may 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] AND/OR [data

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

contact information, profile information

[&lt;&lt;add further information as require]

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

Under the Data Protection Law, we are required to inform you of our intentions for using personal data. The following information describes how we will use your personal data, and how you can control the use of your personal data.

must always have a lawful basis  
how [we] **OR** [I] [will] **OR** [may]  
reasons for doing so:

What [We] OR [I] Do	What [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>>.
[Providing and managing your Account.]	<<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>>.
[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>>.
[Administering [Our] OR [My] Site.]	<<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>>.
[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>>.
[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>>.
[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>>.

# 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 personally, nor the data you provide to us. You may wish to check the privacy policy of these third parties.

[[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 use the data, and the data, are]
  - <<insert similar data, and the legal basis for the use of that data, and
  - <<add further data, and the legal basis for the use of that data, and
- [The following authorizations are required to use the data, and the data, are]
  - <<insert similar data, and the legal basis for the use of that data, and
  - <<add further data, and the legal basis for the use of that data, and

**[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 personal data to 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 purposes 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 can contact [us] OR [me] using

If [we] OR [I] need to use your personal data in a way 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 we have a fixed period, the following factors will be used to determine how long we will keep your personal data 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.
[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.
[Business information including <<add further information as required>> collected, e.g. business name, address, profession>>.]	Details of retention period, or how long it will be determined if no fixed period.
[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.
[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.
[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.
[<<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] outside the UK.

personal data in this way and you wish to transfer it to a format compatible with the original, please contact [us] OR [me] using the details above.

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 our legal rights.

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

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

## Personal Data?

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

OR [store some of your personal data] outside the UK.

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** 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]** Binding corporate rules are required to follow when personal data is transferred. For further information, please refer to the [Information Commissioner's Office](#)

#### 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, please refer to the [Information Commissioner's Office](#)

#### OR

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

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 the security of your personal data, including the following:

- 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] OR [I]** are required to do so;
- <<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** your personal data may be transferred to a 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

In some limited circumstances, **[we] OR [I]** may 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

EEA"). 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:

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

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

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

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

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

• limiting access to your personal data to only those who need to know and ensuring that they 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] OR [I]** are required to do so;

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

**OR [my] business or assets, your** personal data may be transferred to a 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

**[we] OR [I]** may 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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11.2 You may also wish to opt out of the Preference Service operating in the UK, the Corporate Telephone Preference Service, the Mailing Preference Service, or any other service that may help to prevent you receiving unsolicited marketing communications. However, we cannot prevent you from receiving communications that you have consented to receive.

more of the preference services operating in the UK, the Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). We 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.

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## 12. Can I Withhold Information?

You may access [certain] personal data at all. [However, to use the Site you may be required to provide certain data.]

You may access [certain] personal data at all. [However, to use the Site without providing any personal data, certain services and features may not be available on [Our] OR [My] Site. [However, to use the Site you may be required to provide certain data.]

You may restrict [our] OR [my] personal data [and [our] OR [my] Cookies] from being used for [certain] purposes.

For more information, see Part 14.

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

If you want to know what personal data [we] OR [me] hold about you, you can ask [us] OR [me] for details of the personal data is held). This is known as an "access request".

If you want to know what personal data [we] OR [me] hold about you, you can ask [us] OR [me] for details of the personal data is held). This is known as an "access request".

All subject access requests should be made to the addresses shown in Part 14. A Subject Access Request Form is available on [Our] OR [My] Site, but it is the easiest way to ensure we respond to your request as quickly as possible.

Subject access requests should be made to the email or postal addresses shown in Part 14. We will try as possible for you, a Subject Access Request Form is available on [Our] OR [My] Site. You do not have to use this form, but it is the easiest way to ensure we respond to your request as quickly as possible. We will need to know to what you are making a request.

There is not normally any charge for a subject access request. However, if your request is manifestly unfounded or excessive, a fee may be charged to cover the costs of responding.

There is not normally any charge for a subject access request. However, if your request is manifestly unfounded or excessive, a fee may be charged to cover the costs of responding.

[We] OR [I] will respond to your request as quickly as possible, but we cannot guarantee a response within [less than one month]>> and, in any event, we will respond to your request as quickly as possible. Normally, [we] OR [I] aim to respond to your request within that time, but if your request is more complex, more time may be needed. We will keep you up to date [we] OR [I] receive your request and the progress of your request.

[We] OR [I] will respond to your request as quickly as possible, but we cannot guarantee a response within [less than one month]>> and, in any event, we will respond to your request as quickly as possible. Normally, [we] OR [I] aim to respond to your request within that time, but if your request is more complex, more time may be needed. We will keep you up to date [we] OR [I] receive your request and the progress of your request. If your request is manifestly unfounded or excessive, a fee may be charged to cover the costs of responding.

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## 14. How Do You Use Cookies?

[Our] OR [My] Site may use Cookies on your computer or device. First-party Cookies are used only by [us] OR [me] to enhance your experience of [Our] OR [My] Site and our [products] AND/OR [services]. We have taken steps to ensure your privacy is respected at all times.

[Our] OR [My] Site may use Cookies on your computer or device. First-party Cookies are used only by [us] OR [me] to enhance your experience of [Our] OR [My] Site and our [products] AND/OR [services]. We have taken steps to ensure your privacy is respected at all times.

By using [Our] OR [My] Site, you agree that we may place certain third-party Cookies on your computer or device. Third-party Cookies are used on [Our] OR [My] Site for <<insert description of third-party cookies>>. For more details, please refer to the table below.

By using [Our] OR [My] Site, you agree that we may place certain third-party Cookies on your computer or device. Third-party Cookies are used on [Our] OR [My] Site for <<insert description of third-party cookies>>. For more details, please refer to the table below.

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[Our] OR [My] Site and your use of it will not be impaired by refusing consent.

All Cookies used by and on [Our] OR [My] Site will be used in accordance with current Cookie Law.

Before Cookies are placed on your computer or device, you will be shown a description of prompt, e.g. "We use Cookies to enhance your experience on our website. By giving your consent to this, you are enabling [us] OR [me] to store information on your device to improve and personalize your use of [Our] OR [My] Site." You may, if you wish, deny consent to the placing of Cookies on your device. If you do, [Our] OR [My] Site may not function fully or as intended and certain first-party Cookies and block

[Certain features of [Our] OR [My] Site] may not function fully or as intended. [Our] OR [My] Site deems these Cookies to be "Strictly Necessary" and they are shown in the table below. Your consent is not required for these Cookies. It is still important that you are aware of them and that you can block these Cookies by changing your internet browser's settings. However, please be aware that [Our] OR [My] Site may not work properly if you do this. [Our] OR [My] Site has taken great care to ensure that your privacy is protected.

The following first-party Cookies are used on your computer or device:

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

and the following third-party Cookies are used on your computer or device:

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

In addition to the controls provided in the Cookie Law, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to allow all Cookies or only third-party Cookies. By default, most internet browsers allow all Cookies. This can be changed. For further

of [Our] OR [My] Site will not be

used in accordance with current

vice, you will be shown a <<insert description of prompt, e.g. "We use Cookies to enhance your experience on our website. By giving your consent to this, you are enabling [us] OR [me] to store information on your device to improve and personalize your use of [Our] OR [My] Site." You may, if you wish, deny consent to the placing of Cookies on your device. If you do, [Our] OR [My] Site may not function fully or as intended and certain first-party Cookies and block

to function. Cookie Law deems these Cookies to be "Strictly Necessary" and they are shown in the table below. Your consent is not required for these Cookies. It is still important that you are aware of them and that you can block these Cookies by changing your internet browser's settings. However, please be aware that [Our] OR [My] Site may not work properly if you do this. [Our] OR [My] Site has taken great care to ensure that your privacy is protected.

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>>

de, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to allow all Cookies or only third-party Cookies. By default, most internet browsers allow all Cookies. This can be changed. For further

details, please consult the documentation that came with your device

You can choose to delete cookies at any time, however you may lose any information that you have stored efficiently including, but not limited to, your preferences and personalisation settings.

It is recommended that you update your internet browser and manually adjust your privacy settings regularly to ensure you are up-to-date and that you consult the documentation provided by the developer of your internet browser or device if you are unsure about adjusting your privacy settings.

**OR**

[[Our] **OR** [My] Site may place certain first-party Cookies on your computer or device. First-party Cookies are used only by [us] **OR** [me] and are not shared with other users. The experience of [Our] **OR** [My] Site may also be improved by [products] **AND/OR** [services] provided by third parties. Third-party Cookies are those placed by websites, services or other parties other than [us] **OR** [me]. Third-party Cookies are used on [Our] **OR** [My] Site to enhance your experience. For more information, please see our [insert description of use(s) of third-party cookies]>>. For more information, please see our <<Insert Link>>.]

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

To contact [us] **OR** [me] regarding your personal data and data protection, including to make a request, please use the following details [(for the attention of [insert name])]:

Email address: <<insert email address>>.

Telephone number: <<insert telephone number>>.

Postal Address: <<insert postal address>>.

#### 16. **Changes to this Privacy Policy**

[We] **OR** [I] may change this Privacy Policy from time to time. This may be necessary, for example, if our business or the way we operate changes in a way that affects your privacy.

Any changes will be immediately effective and you will be deemed to have accepted the changes by your continued use of [Our] **OR** [My] Site following the changes. We recommend that you check this page regularly to keep up-to-date with any changes to this Privacy Policy. The last update was on <<insert date>>.

internet browser or the documentation that came with your device

at any time, however you may lose any information that you have stored efficiently including, but not limited to, your preferences and personalisation settings.

browser and operating system up-to-date and that you consult the documentation provided by the developer of your internet browser or device if you are unsure about adjusting your privacy settings.

certain first-party Cookies on your computer or device. First-party Cookies are used only by [us] **OR** [me] and are not shared with other users. The experience of [Our] **OR** [My] Site may also be improved by [products] **AND/OR** [services] provided by third parties. Third-party Cookies are those placed by websites, services or other parties other than [us] **OR** [me]. Third-party Cookies are used on [Our] **OR** [My] Site to enhance your experience. For more information, please see our [insert description of use(s) of third-party cookies]>>. For more information, please see our <<Insert Link>>.]

with your personal data and data protection, including to make a request, please use the following details [(for the attention of [insert name])]:

<<insert email address>>.

from time to time. This may be necessary, for example, if our business or the way we operate changes in a way that affects your privacy.

[Our] **OR** [My] Site and you will be deemed to have accepted the changes by your continued use of [Our] **OR** [My] Site following the changes. We recommend that you check this page regularly to keep up-to-date with any changes to this Privacy Policy. The last update was on <<insert date>>.