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BACKGROUND:

<<insert business name>> understands it is important to you and that you care about how your personal data is 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 [our] OR [my] obligations under the law.

Please read this Privacy Policy carefully so you understand it. Your acceptance of this Privacy Policy is requested and your acceptance is requested>>.

1. Definitions and Interpretation

In this Policy the following terms have the following meanings:

“Account”

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

“Cookie”

any small data file placed on your computer or mobile device by [My] Site when you visit certain pages 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 2 of this Policy.

“Cookie Law”

the EU Directive on certain parts of the Privacy and Electronic Communications (e-Privacy Directive) Regulations 2003;]

2. Information About [Us] OR [Our] OR [My] Site

[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>>].

<<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>>]

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

[Main trading address:] OR [Registered office:] <<insert address>>.

[Main trading address:] OR [Registered office:] <<insert address>>.

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

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

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

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

Email address: <<insert email address>>

Email address: <<insert email address>>

Telephone number: <<insert telephone number>>

Telephone number: <<insert telephone number>>

Postal address: <<insert postal address>>

Postal address: <<insert postal address>>

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

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

Email address: <<insert email address>>

Email address: <<insert email address>>

Telephone number: <<insert telephone number>>

Telephone number: <<insert telephone number>>

Postal address: <<insert postal address>>

Postal address: <<insert postal address>>

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

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

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[[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 all websites and services that we provide. It may contain links to other websites and services. We advise you to check the privacy policy of those websites and services 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 information, 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 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 and provide you with a copy of the personal data that we OR [I] hold about you. Part 13 will tell you how to do this.
- c) The right to have your personal data deleted or otherwise disposed of. If you believe that any of your personal data held by [us] OR [me] is no longer necessary, please contact [us] OR [me] 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 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. That is, if you have provided personal data to [us] OR [me] and we are using it with your consent or otherwise lawfully, and the data is processed using automated means, you can ask us to provide a copy of that personal data to re-use with another service or product.

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i) Rights relating to a not use your person

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

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

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

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

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

Further information about Commissioner's Office or y

e obtained from the Information Bureau.

If you have any cause for you have the right to lodge [We] OR [I] would welcome [myself], however, so pleas

R [my] use of your personal data, Information Commissioner's Office. I've your concerns [ourselves] OR first, using the details in Part 15.

6. What Data Do You Collec

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

[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 relating to children] AND/OR [data

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

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contact information, profile information

[<<add further information as required]]

7. How Do You Use My Personal Data

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table shows how [we] OR [I] [will] OR [may] use your personal data, and the lawful basis for doing so:

must always have a lawful basis for using personal data. The following table shows how [we] OR [I] [will] OR [may] use your personal data, and the lawful basis for doing so:

What [We] OR [I] Do	What Lawful Basis We Have	[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)>>.

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[Communicating with you.]	<<	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Supplying you with information by [email] AND/OR [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/OR** [email] **AND/OR** [post] and offers on [our] **OR** [my] website and offers on [our] **OR** [my] mobile device for unlawful marketing or spamming purposes and we will and comply with [our] **OR** [my] website and offers on [our] **OR** [my] mobile device the Privacy and Electronic Communications Regulations and the Data Protection Act 2018. We will always have the option to delete your data and you can always opt-out at any time by [email] **OR** [post] or by clicking on the 'unsubscribe' link in any email we send you. We will only use your personal data for marketing purposes if you have given us your express opt-in consent by ticking the relevant box on the form you submitted to us at any time.]

Third Parties (including <<insert name of third party>> whose content appears on the [our] **OR** [my] website) whose content appears on the Site as detailed below in Part 14. Please see Part 14 for more information on controlling cookies. Please note that we do not control the activities of such third parties, nor the data they collect or use themselves, and [we] **OR** [I] advise you to check the privacy policies of such third parties.

[[We] **OR** [I] use the following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]

- [The following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]
 - <<insert simulated decision-making including the legal basis on which you rely on that data, and the intended effects>>.
 - <<add further details>>.]
- [The following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]
 - <<insert simulated decision-making including the legal basis on which you rely on that data, and the intended effects>>.
 - <<add further details>>.]

[We] **OR** [I] will only use your personal data for the purpose(s) for which it was originally collected unless we believe that another purpose is compatible with that or those purposes.

[we] **OR** [I] may also use your personal data for the following purposes, which include contacting you by [email] **OR** [post] with information, news, offers and services. You will not be sent any marketing communications if you have opted-out of such services. We will always work to fully protect your rights under the Data Protection Legislation and the (EU) (General Data Protection (Directive) Regulations 2018, and you can always opt-out at any time by [email] **OR** [I] will always obtain your express opt-in consent before we use your personal data with third parties for marketing purposes at any time.]

Third Parties (including <<insert name of third party>> whose content appears on the Site) whose content appears on the Site may use third-party Cookies, as detailed below in Part 14 for more information on controlling cookies. Please note that we do not control the activities of such third parties, nor the data they collect or use themselves, and [we] **OR** [I] advise you to check the privacy policies of such third parties.

[[We] **OR** [I] use the following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]

- [The following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]
 - <<insert simulated decision-making including the legal basis on which you rely on that data, and the intended effects>>.
 - <<add further details>>.]
- [The following automated decision-making **AND/OR** [we] **OR** [I] take on the basis of your personal data (by [we] **OR** [I] someone review the action taken on your behalf (by [we] **OR** [I] method), the Data Protection Act 2018. Please contact [us] **OR** [me] to find out more.]
 - <<insert simulated decision-making including the legal basis on which you rely on that data, and the intended effects>>.
 - <<add further details>>.]

[we] **OR** [I] will only use your personal data for the purpose(s) for which it was originally collected unless we believe that another purpose is compatible with that or those purposes and need to use your personal data for the following purposes:

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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 originally collected, we will inform you and explain the reasons for this.

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

personal data in this way and you wish to object to this, please contact us. If you wish to have a copy of your personal data, please contact us. If you wish to have your personal data deleted, please contact us. If you wish to have your personal data transferred to another organisation, please contact us. If you wish to have your personal data transferred to another organisation, please contact us.

a purpose that is unrelated to, or incompatible with, the purpose originally collected, [we] OR [I] will inform you and explain the reasons for this. If [we] OR [me] to do so.

required 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 and your legal rights.

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 a fixed period, the following factors will be used to determine how long we will keep it for:

longer than is necessary in light of the reason(s) for which it was collected. If your personal data will be kept for a fixed period, 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 <<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 <<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 <<business name, profession>>.]	Details of retention period, or how long it will be determined if no fixed period is specified.
[Payment information including <<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 <<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 <<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 will be protected under the Data Protection Act 1998 and your legal rights.

AND/OR

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

Personal Data?

[We] OR [I] will [only store some of your personal data] in the UK. This means that your personal data will be protected under the Data Protection Act 1998 and your legal rights.

[We] OR [I] will [only store some of your personal data] in the UK. This means that your personal data will be protected under the Data Protection Act 1998 and your legal rights.

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data] within the European member states, plus Norway. Your personal data will be fully protected by standards by law. Transfers of your personal data to countries outside of the EEA from the UK are permitted without additional safeguards.

EA”). The EEA consists of all EU member states, plus Norway and Liechtenstein. 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 to countries outside of the EEA from the UK are permitted without additional safeguards.

AND/OR

[[We] OR [I] [may] store your personal data in countries outside of the UK. These are known as “third countries”. We will take additional steps in order to ensure that your personal data is stored safely and securely as it would be if it were stored within the UK and under the same level of protection as follows:

personal data in countries outside of the EEA. We will take additional steps in order to ensure that your personal data is stored safely and securely as it would be if it were stored within the EEA and under the same level of protection as follows:

[We ensure that your personal data is stored under binding corporate rules. Binding corporate rules are internal policies 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.

and under binding corporate rules. Binding corporate rules are internal policies 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.

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.

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

which ensure the same levels of personal data protection that apply in the UK. 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 used by [us] OR [me] when transferring your personal data to a third country.

For more information about the particular data protection measures used by [us] OR [me] when transferring your personal data to a third country, please refer to Part 15 for further information.

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

[us] OR [me], and to protect your personal data, we take a number of measures, including the following:

- limiting access to your personal data to only those employees, agents, contractors, and other third parties who have a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with any suspected or actual breaches of data security (the accidental or unlawful disclosure of, or access to, your personal data) including reporting any such breaches to the Information Commissioner's Office where [we are] OR [I am] required to do so;
- <<describe specific measures>>

employees, agents, contractors, and other third parties who have a legitimate need to know and ensuring that they are subject to duties of confidentiality;

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

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 exceptions:

your personal data with any third parties for any of the following purposes:

[If [we] OR [I] sell, transfer or otherwise dispose of our business or assets, your personal data may be transferred to the new owner of that business. 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 this privacy policy.

OR [my] business or assets, your personal data may be transferred to the new owner of that business. 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 this privacy policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include responding to a court order, or the instructions of a government authority.

We may be legally required to share certain personal data, which might include responding to a court order, or the instructions of a government authority.

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government authority.]

OR

[[[We] OR [I] may share your personal data with other companies in [our] OR [my] group for <<insert description of purpose>> which includes [subsidiaries] AND/OR [our] OR [my] holding companies.]]

[[[We] OR [I] may sometimes engage third parties to supply certain [products] AND/OR [services].]]

Recipient	Activity Category	Location
<<Insert type of recipient and (optionally) name (also state whether recipient is a data controller or a data processor)>>.	<<Insert short description of activity or activities (where appropriate)>>.	<<Insert country and (optionally) address or other contact details>>.
[<<add further recipients as required>>]		

If any of your personal data is transferred to a third party, as described above, [we] OR [I] will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights and our legal obligations under the law, and the third party's obligations under the law, as explained in Part 9.]

[If any personal data is transferred to a third party in the UK, [we] OR [I] will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK, in accordance with the Data Protection Legislation, as explained above in Part 9.]

[If [we] OR [I] sell, transfer or otherwise dispose of our 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 this Privacy Policy.]

In some limited circumstances, we may be legally required to share certain personal data, which might include your personal data, if we are] OR [I am] involved in legal proceedings or complying with a court order, or the instructions of a government authority.]

11. How Can I Control My Personal Data?

11.1 In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit your personal data to our OR [My] Site, you may be given options to restrict [our] OR [my] use of your data for direct marketing purposes. In particular, [we] OR [I] aim to give you the ability to opt-out of receiving emails from [us] OR [me] by unsubscribing using the links provided in [our] OR [my] Site. You can also opt-out of [our] OR [my] use of your data for direct marketing purposes by unsubscribing using the links provided in [our] OR [my] Site at the point of providing your details [and by managing your preferences in your account].

other companies in [our] OR [my] group for <<insert description of purpose>> which includes [subsidiaries] AND/OR [our] OR [my] holding companies.]]

[[[We] OR [I] may sometimes engage third parties to supply certain [products] AND/OR [services].]]

party, as described above, [we] OR [I] will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights and our legal obligations, and the third party's obligations under the law, as explained in Part 9.]

[If any personal data is transferred to a third party in the UK, [we] OR [I] will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK, in accordance with the Data Protection Legislation, as explained above in Part 9.]

[If [we] OR [I] sell, transfer or otherwise dispose of our 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 this Privacy Policy.]

In some limited circumstances, we may be legally required to share certain personal data, which might include your personal data, if we are] OR [I am] involved in legal proceedings or complying with a court order, or the instructions of a government authority.]

11.1 In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit your personal data to our OR [My] Site, you may be given options to restrict [our] OR [my] use of your data for direct marketing purposes. In particular, [we] OR [I] aim to give you the ability to opt-out of receiving emails from [us] OR [me] by unsubscribing using the links provided in [our] OR [my] Site. You can also opt-out of [our] OR [my] use of your data for direct marketing purposes by unsubscribing using the links provided in [our] OR [my] Site at the point of providing your details [and by managing your preferences in your account].

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11.2 You may also wish to opt out of receiving communications from us operating in the U.S. Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the TPS”), the which 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 (“the TPS”), the Preference Service (“the CTPS”), and the Mailing Preference Service (“the TPS”), the which may help to prevent you receiving unsolicited marketing communications. However, we cannot prevent you from receiving communications that you have consented to receive.

12. **Can I Withhold Information?**

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

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

You may restrict [our] OR [my] Cookie preferences.

For more information, see Part 14

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 a Subject 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 a Subject Access Request.

All subject access requests should be sent to the email or postal addresses shown in Part 14. A Subject Access Request Form is available on the Site but it is the easiest way to ensure we respond to your request as quickly as possible.

All subject access requests should be sent to the email or postal addresses shown in Part 14. A Subject Access Request Form is available on the Site but it is the easiest way to ensure we respond to your request as quickly as possible.

There is not normally any charge for a Subject Access Request, but a fee may be charged to cover the cost of a request if you make repetitive requests) a fee may be charged to cover the cost of a request if you make repetitive requests)

There is not normally any charge for a Subject Access Request, but a fee may be charged to cover the cost of a request if you make repetitive requests) a fee may be charged to cover the cost of a request if you make repetitive requests)

[We] OR [I] will respond to your request within [<<insert period (less than one month)>>] and, where appropriate, provide you with a copy of your personal data within that time. However, more complex, more time consuming requests may take longer to process. We will keep you updated [we] OR [I] receive your request and progress.

[We] OR [I] will respond to your request within [<<insert period (less than one month)>>] and, where appropriate, provide you with a copy of your personal data within that time. However, more complex, more time consuming requests may take longer to process. We will keep you updated [we] OR [I] receive your request and progress.

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] [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] [products] AND/OR [services]. We have taken steps to ensure your privacy is respected at all times.

By using [Our] OR [My] Site you consent to the use of Cookies on your computer or device. Third-party Cookies and/or parties other than [us] OR [me] may use Cookies on [Our] OR [My] Site for <<insert description of use>>. For more details, please refer to the table below.

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

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

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

will be used in accordance with current

Before Cookies are placed on your computer or device, you will be shown a description of the Cookies and a prompt, e.g. "We use Cookies to enhance your experience on our Site. By giving your consent to the use of Cookies, you are enabling [us] OR [me] to provide the best possible experience for you. You may, if you wish, deny consent to the placing of Cookies on your device. This may mean that certain features of [Our] OR [My] Site may not function fully or as intended." You will be given the opportunity to allow only first-party Cookies and block all other Cookies.

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[Certain features of [Our] OR [My] Site] require the use of Cookies to function. Cookie Law deems these Cookies to be strictly necessary. These Cookies are shown in the table below. Your consent is not required to place these Cookies, but it is still important that you are aware of their use. You can block these Cookies by changing your internet browser's settings, but please be aware that [Our] OR [My] Site may not work properly if you do so. [We] OR [I] have taken great care to ensure that your privacy is protected.

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

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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>>

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

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

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

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

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

In addition to the controls provided in the Cookie Law, you can choose to enable or disable Cookies in your internet browser settings. Most internet browsers also enable you to choose whether you wish to allow all Cookies or only first-party Cookies. By default, most internet browsers allow all Cookies. However, this can be changed. For further information, please refer to the help pages of your internet browser.

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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

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[[Our] OR [My] Site may computer or device. First-p are used only by [us] OR [experience of [Our] OR [products] AND/OR [servi certain third-party Cookies placed by websites, servi Cookies are used on [Our party cookies>>. For mor <<Insert Link>>.]

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

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

Email address: <<in

Telephone number:

Postal Address: <<i

16. **Changes to this Privacy P**

[We] OR [I] may chang 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 up-date>>.

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