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BACKGROUND:

<<insert business name>> under care about how your personal data everyone who visits this website, <> collect and use your personal data [we] OR [I] collect will only be use

is important to you and that you respect and value the privacy of >> (“[Our] OR [My] Site”) and only Privacy Policy. Any personal data

Please read this Privacy Policy acceptance of this Privacy Policy requested>>.]

that you understand it. [Your point(s) at which acceptance is

1. Information About [Us] O

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

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

[Registered address: <<ins

[Main trading address:] OR

[VAT number: <<insert VAT

[Data Protection Officer: <<

Email address: <<in

Telephone number:

Postal address: <<i

[Representative: <<insert r

Email address: <<in

Telephone number:

Postal address: <<i

[[We are] OR [I am] regula

[[We are] OR [I am] a mem

[<<insert further informatio

ress>>.

ber>>.

ber>>.

of regulator(s)>>.]

of association(s) etc.>>]

2. What Does This Policy C

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

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

3. What Is Personal Data?

Personal data is defined (collectively, “the Data Pr identifiable person who car

and the Data Protection Act 2018 s ‘any information relating to an identified in particular by reference

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to an identifier’.

Personal data is, in simple terms, any information that identifies you. Personal data can include information such as your name and contact details, but it also covers information such as identification numbers, electronic location data, and

4. What Are My Rights?

Under the Data Protection Act 2018, we will always work to uphold your rights.

- a) The right to be informed about the personal data that we hold about you. We will tell you everything you need to know, but you can also ask us questions using the details in Part 10.
- b) The right to access your personal data. We will tell you how to do this and what you can expect.
- c) The right to have your personal data corrected if it is inaccurate or incomplete. Please contact [us] OR [me] using the details in Part 10.
- d) The right to be forgotten. We will delete or otherwise dispose of your personal data if you ask [us] OR [me] to do so, unless we have a legal obligation to retain it.
- e) The right to restrict our use of your personal data.
- f) The right to object to our use of your personal data for a particular purpose or purposes.
- g) The right to withdraw your consent. If you have given us your consent to process your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. If you have provided personal data to [us] OR [me] for the performance of a contract, you can ask us to provide a copy of that personal data to re-use with another service provider.
- i) Rights relating to automated decision making and profiling. [We] OR [I] do not use your personal data in this way.

For more information about your rights as outlined above, please see Part 10.

It is important that your personal data [we] OR [me] hold about you is accurate and up-to-date. If any of the details change, please keep [us] OR [me] informed as long as [we] OR [me] are processing your personal data.

Further information about your rights can be obtained from the Information Commissioner’s Office or your local Data Protection Officer.

If you have any cause for concern about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. [We] OR [I] would welcome your concerns [ourselves] OR [myself], however, so please contact us first, using the details in Part 10.

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

The following rights, which [we] OR [me] will always work to uphold:

a) The right to be informed about the personal data that we hold about you. We will tell you everything you need to know, but you can also ask us questions using the details in Part 10.

b) The right to access your personal data. We will tell you how to do this and what you can expect.

c) The right to have your personal data corrected if it is inaccurate or incomplete. Please contact [us] OR [me] using the details in Part 10.

d) The right to be forgotten. We will delete or otherwise dispose of your personal data that [we] OR [I] hold. Please contact [us] OR [me] using the details in Part 10 to find out more.

e) The right to restrict our use of your personal data.

f) The right to object to our use of your personal data for a particular purpose or purposes.

g) The right to withdraw your consent. If you have given us your consent to process your personal data, you are free to withdraw that consent at any time.

h) The right to data portability. If you have provided personal data to [us] OR [me] for the performance of a contract, you can ask us to provide a copy of that personal data to re-use with another service provider.

i) Rights relating to automated decision making and profiling. [We] OR [I] do not use your personal data in this way.

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5. **What Personal Data Do You Collect From Me?**

Subject to the following, [we] OR [I] do not place cookies or use any other means of data collection on our Site.

[Our] OR [My] Site collects certain information automatically, including your IP address, the type of browser you use, and certain other non-personal information such as your computer or device such as your operating system type or version.

If you send [us] OR [me] an email, you may provide us with your name, address, and any other information for the purposes of the Data Protection Act 1998. [We] OR [I] am the data controller responsible for such personal data.

The lawful basis under the GDPR which allows [us] OR [me] to use such information is article 6(1)(f) of the GDPR which allows [us] OR [me] to process personal data where it is necessary for our legitimate interests, in this case the operation and functionality of [Our] OR [My] Site. [If you contact [us] OR [me] via email, you will be required to consent to [our] OR [my] use of your personal data as a lawful basis for the purposes of the GDPR, which allows [us] OR [me] to process your personal data with your consent for a particular purpose or purposes.]

any personal data from you. [We] OR [I] do not use cookies on our device, nor do [we] OR [I] use any other means of data collection on our Site.

[Our] OR [My] Site collects certain information automatically, including your IP address, the type of browser you use, and certain other non-personal information such as your computer or device such as your operating system type or version.

[We] OR [I] may collect your name, your email address, and any other information for the purposes of the Data Protection Act 1998. [We] OR [I] am the data controller responsible for such personal data.

The lawful basis under the GDPR which allows [us] OR [me] to use such information is article 6(1)(f) of the GDPR which allows [us] OR [me] to process personal data where it is necessary for our legitimate interests, in this case the operation and functionality of [Our] OR [My] Site. [If you contact [us] OR [me] via email, you will be required to consent to [our] OR [my] use of your personal data as a lawful basis for the purposes of the GDPR, which allows [us] OR [me] to process your personal data with your consent for a particular purpose or purposes.]

6. **How Do You Use My Personal Data?**

Where [we] OR [I] collect and use your personal data, we will use it for no longer than is necessary for the purposes for which it was first collected. [We] OR [I] will comply with the requirements of the Data Protection Act 1998 and Part 7, below.

As stated above, [we] OR [I] may use your personal data directly from you, but if you contact [us] OR [me] via email, [we] OR [I] may use your email, [we] OR [I] may use your personal data referred to above is not necessary for the purposes for which it was first collected [and will not normally be used for any other purpose].

Any and all emails containing personal data will be deleted no later than <<insert period>> after <<insert event>> has been resolved.">> and no other information will be retained for any longer than is necessary.

[We] OR [I] will not share your personal data with any third parties for any purpose other than storage on our web hosting server].

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[We] OR [I] will not share your personal data with any third parties for any purpose other than storage on our web hosting server].

7. **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 the Data Protection (EU) Regulations 2018.

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 the Data Protection (EU) Regulations 2018.

[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 the Data Protection (EU) Regulations 2018.

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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 the EEA 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 in the EEA from the UK are permitted

AND/OR

[[We] OR [I] [may] store your personal data in countries outside of the UK. These are known as "third countries". We ensure that your personal data is protected within the UK and under the same level of protection as follows:

personal data in countries outside of the UK. We will take additional steps in order to ensure that your personal data is protected safely and securely as it would be in the UK. The steps we take are as follows:

[We ensure that your personal data is protected under binding corporate rules. These are legal frameworks which all our group companies are required to follow when processing your personal data. For further information, please refer to the [Information Commissioner's Office](#) website.

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

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

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

For more information, please refer to Part 10 for further information on the data protection measures [we] used by [us] OR [me] when transferring your personal data to a third party.

Personal data security is essential to us. [We] OR [I] take the following measures to ensure the security of your personal data:

and to protect personal data, [we] take the following measures to ensure the security of your personal data:

- 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 data 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] 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;

procedures for dealing with data 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] required to do so;

8. 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:

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

[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 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. Any new owner of [our] OR [my] business may continue to use your personal data in the same way 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 court proceedings or complying with a court order, or the instructions of a court order, or the instructions of a court order.

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government authority.]

OR

[[[We] **OR** [I] may contract with one or more third parties] **OR** [party] for hosting and data storage purposes:

- <<insert name and address of third party, including where the third party is located>>.
- <<add more third parties>>.

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 data is handled safely, securely, and in accordance with your contractual obligations, and the third party's obligations under the law, as explained in Part 7.]

[If any personal data is transferred to a third party outside the UK, [we] **OR** [I] will take suitable steps in order to ensure that your 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 7.]

[If [we] **OR** [I] sell, transfer or otherwise disclose your personal data may be transferred to a third party. 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 Part 7.]

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

9. **How Can I Access My Personal Data?**

If you want to know what personal data [we] **OR** [me] have 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 sent to the email or postal addresses shown in Part 7. You can also use the Subject Access Request Form if you wish. You do not have to use this form, but it is the easiest way to ensure that [we] **OR** [I] need to know to respond to your request as quickly as possible.

There is not normally any charge for an access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover administrative costs in responding.

[We] **OR** [I] will respond to your request within [<<insert period (less than one month)>> and, where possible, within] one month of receiving it. Normally, [we] **OR** [I] aim to respond to your request as quickly as possible, including a copy of your personal data within that time. However, particularly if your request is more complex, more time may be needed. We will keep you informed of the maximum of three months from the date [we] **OR** [I] receive your request, and we will keep you kept fully informed of [our] **OR** [my] progress.

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

To contact [us] **OR** [me] about your personal data and data protection, including to make an access request, please use the following contact details:

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parties] **OR** [party] for hosting and data storage purposes:

including where the third party is located>>.

d party, as described above, [we] **OR** [I] will take steps to ensure that your data is handled safely, securely, and in accordance with your contractual obligations, and the third party's obligations under the law, as explained in Part 7.]

UK, [we] **OR** [I] will take suitable steps in order to ensure that your 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 7.]

OR [my] business or assets, your personal data may be transferred to a third party. 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 Part 7.]

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details [(for the attention of

Email address: <<in

Telephone number: <<insert telephone number>>.

Postal Address: <<in

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11. **Changes to this Privacy Policy**

[We] OR [I] may change this Policy from time to time. This may be necessary, for example, if our business changes in a way that affects our business. [We] OR [I] change [our] OR [my] business in a way that affects our business.

Any changes will be immediately effective and you will be deemed to have accepted the changes by your use of [Our] OR [My] Site following the posting of this updated Policy on this page regularly to keep up-to-date>>.

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Any changes will be immediately effective and you will be deemed to have accepted the changes by your use of [Our] OR [My] Site and you will be deemed to have accepted the changes by your use of [Our] OR [My] Site following the posting of this updated Policy on this page regularly to keep up-to-date>>.