

Privacy Notice Template – Public

Reference GDPR REC 1.3.4a

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1. Public privacy notice

[Organisation Name]

[Postal address]

[Website address]

[Phone number for privacy information]

[Email contact for privacy information]

[Date of privacy notice]

The personal data that we collect

We collect the following personal data:

[Name or other identifier]

[Address or other contact details]

[Add as necessary]

How we get that data

Most data is collected directly from the subject via forms on the website when you place an order/etc.

In some cases, we receive personal data from our customers and partners.

What we do with that data

We use contact information to [Each entry should set out the lawful basis. If you provide supplemental information alongside this notice, you may prefer to provide that information there]

Under the GDPR, we are permitted to do this <<Content removed for sample purposes>>

We use payment card information to <<Content removed for sample purposes>>

[Add as necessary]

We may pass your personal data to [If you do routinely pass personal data to third parties, describe the classes of recipients as well as the purpose of the processing. E.g. Marketing firms, the company that manages our warehouses to help fulfil your orders, etc.]

Under the GDPR, we are permitted to do this because <<Content removed for sample purposes>>. We ensure your personal data remains secure by [Describe any measures in place to secure personal data passed to a third party and/or to secure the transfer.]

Where we rely on your consent to perform any processing, you have the right to withdraw your consent. You can withdraw your consent [how? E.g. by changing your user preferences in the 'My Account' section of this website.]

How we store that data

Explain how data is stored in simple language. E.g. Your data is stored securely in databases and encrypted whenever possible.

Explain your retention periods and disposal methods. This might be best provided in a table to link the different types of data to their retention periods and disposal methods.

Your rights and how to exercise them

You have a number of rights in relation to your data:

Right to access: you have the right to ask us for copies of your personal data.

Right to rectification: if any of your personal data is incorrect, out of date or

incomplete, you have the right to ask us to correct it.

<<Content removed for sample purposes>>

<<Content removed for sample purposes>>

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<<Content removed for sample purposes>>

Rights in relation to automated decision-making: you have the right to not have decisions made about you by automated processes, and can ask for a human to make those sorts of decisions.

You can exercise any of these rights using the contact information at the top of this privacy notice/using the 'My Account' section of this website/etc.

Complaints

If you have any concerns about how we use your personal data, you can complain to us at [preferred contact details for complaints.]

You can also complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

2. Supplementary information

This Privacy Notice is supplemented by [Many privacy notices will need extra information that this template does not account for. If this is the case, explain the supplementary information here and provide a link to it.]

Document owner and approval

The [select role] is the owner of this document and is responsible for ensuring that it is kept up to date.

The current version of this document is available to [Specify which members of staff this document is intended for] and is published [Describe the location(s) – electronic and physical – where this document is available].

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