# Privacy policy

[Use this template as a guide to write your own privacy policy. You know your business and the data you collect and process better than anyone, so feel free to tweak this document for your business needs. If you need further help or clarification, don’t hesitate to contact your legal representative for advice.]

Here at [your company name] we care about your personal data and privacy. This Privacy Policy will explain how we collect and process your personal data.

**Our Data Controller**

**Name**:

**Email**:

**Data protection officer [if applicable]**

**Name**:

**Email**:

**Who we are**

**Company name**:

**Email address**:

**Telephone number**:

**EU representative [if applicable]**

**Name**:

**Email**:

**Information we collect**

Our company collects the following information:

* Include any personal data your company collects [e.g phone numbers, names etc.]
* Include any other data your company collects

**The legal basis for processing**

Here at [your company name] we collect and process your data so that we can:

* Include purposes for collecting personal data
* Include how you will protect this data

**How long will we store your data?**

We will not keep your personal information for longer than is strictly necessary.

[State how long you will keep personal information and/or the criteria that decides how long you hold on to personal information.]

**Sharing personal information to third parties**

[If your company shares personal data with third-parties, add this here.]

**Data subject rights**

[Our company name] would like to make sure that you’re aware of your data rights and how to control your personal information. You have the following data subject rights:

* **The right to be informed** [include a brief explanation and if you require a fee for any of these services]
* **The right of access**
* **The right of rectification**
* **The right to be forgotten**
* **The right of portability**
* **The right to restrict processing**
* **The right to object**
* **Rights in relation to automated decision making and profiling**

**Cookies**

[If your website includes cookies, provide a brief explanation and a link to your cookie policy.]

**Links to other sites**

[If you link to other sites, state that your Privacy Policy applies to your website only. Encourage individuals to check the Privacy Policies of other websites.]

**Business transfers**

[Include what your company will do with personal data should your business be sold, merge or go bankrupt.]

**Right to complain**

If you wish to file a complaint, please contact the Information Commissioners Office:

**Address**:

**Email**:

**Telephone**:

**Changes to this privacy policy**

We regularly review and update this Privacy Policy in order to reflect the best practices and current laws, and will update our policy on this webpage. This Privacy Policy was last updated on [Date].