# Privacy policy

[Please use this template as a guide to create your own privacy policy. Feel free to tweak this document where needed, you'll know your business, your processes, and the data you collect better than anyone!]

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

**Who we are**

**Company name**:

**Email address**:

**Telephone number**:

**Representative [if applicable]**

**Name**:

**Email**:

**Our Data Controller**

**Name:**

**Email:**

**Data protection officer [if applicable]**

**Name:**

**Email:**

**Information we collect and use**

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 (how we use your personal information)**

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

* Include purposes for collecting personal data (e.g credit checking, monitoring, fraud prevention)
* Include how you will protect this data

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

Your personal information will only be kept for the period of time which is necessary for us to fulfil the above purposes.

[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**

In order to meet the purposes we have described above, we may on some occasion need to share your personal information with other third parties. Those third parties will be:

[If your company shares personal data with third-parties, list them 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:

**[1] The right to be informed** [include a brief explanation and if you require a fee for any of these services]

**[2] The right of access**

**[3] The right of rectification**

**[4] The right to be forgotten**

**[5] The right of portability**

**[6] The right to restrict processing**

**[7] The right to object**

**[8] 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 published on [date] and last updated on [date].