

Privacy Notice

Reference: GDPR REC 4.1

DocumentKits Issue No: 1.0

Organisation Issue No:

DocumentKits Issue Date: 15/11/2019

Organisation Issue Date:

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Organisation Name collecting/processing their personal data.

2.2 All Employees/Staff of Organisation Name who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

"This needs to be like an executive summary. Identify who you are as an organisation, what you do and the products and services you provide."

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

"Contact Details, including email, phone"

The personal data we would like to

"collect from/process on"

you is:

"Personal data type:

Source (where Organisation Name obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources)."

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The personal data we collect will be used for the following purposes:

"specify"

Our legal basis for processing the personal data:

"specify"

Any legitimate interests pursued by us, or third parties we use, are as follows:

"specify"

The special categories of personal data concerned are:
"specify"

3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Organisation Name to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by

"describe how the user withdraws consent in line with Withdrawal of Consent Procedure"

3.3 Disclosure

Organisation Name
"will/will not"

pass on your personal data to third parties
"without first obtaining your consent"

"The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:"

**"Third country (non-EU)/international organisation:
Safeguards in place to protect your personal data:
Retrieve a copy of the safeguards in place here:"**

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3.4 Retention period

Organisation Name will process personal data for

"state how long you intend to process the data subject's personal data"

and will store the personal data for

"state the retention period of their personal data and provide further information on how the retention period has been established. Refer to Retention of Records Procedure."

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.

- <Content removed for sample purposes>

3.6 Complaints

<Content removed for sample purposes>

3.7 Privacy statement

Read more about how and why we use your data here

"provide a link to your privacy statement on the website"

4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."

How we use your information

This privacy notice tells you how we, Organisation Name, will collect and use your personal data for

"outline further information on services and activities that you collect personal data, for example: cookies, profiling, complaints, subscriptions, etc."

Why does Organisation Name need to collect and store personal data?

In order for us to provide you

"with a service"

we need to collect personal data for

"correspondence purposes and/or detailed service provision"

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes Organisation Name would contact

you for additional consent.

Will Organisation Name share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Organisation Name in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to "fulfil the service they provide you on your behalf"

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Document Owner and Approval

The Data Protection Officer / GDPR Owner is the owner of this document and is responsible for keeping it 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"

Its approval status can be viewed in [Master List of Document Approval](#).