‘XYZ’ Organisation Privacy Notice

Guide to complete

Our contact details

Insert the contact details for your business. Include postal address, any main email addresses, phone numbers or web addresses.

Also include the name and contact details for your main point of contact for data protection matters. This does not have to be a designated [‘Data Protection Officer](https://ico.org.uk/for-organisations/does-my-organisation-need-a-data-protection-officer-dpo/)’

What type of information we have

Tell people what type of personal information you collect and hold. Personal Information is any information that can be used to identify a living person. For example members’ email addresses, customer financial information, employee data or website user stats. There are more examples of personal information on our [website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/what-is-personal-data/).

How we get the information and why we do we have it

Tell people how you collect the information and where you collect the information from.

Tell people the reasons why you need to collect or hold their information. Include your lawful basis for doing this in this section (visit our [Lawful Basis Tool](https://ico.org.uk/for-organisations/resources-and-support/lawful-basis-interactive-guidance-tool/) to help you work this out).

You may collect personal information because you have a legal or contractual obligation. You should inform people here if this is the case.

If you are relying on consent to process individual’s information, then you should also tell people about their right to withdraw consent and how they can do this in this section.

What we do with the information

Tell people what you do with the information.

Include if you share information with anyone, or any other business. Make sure you include how you do this and any sharing you do outside the EU.

If applicable, include any automated decision making that is made using the information, or any profiling you undertake.



How we store your information

Tell people how or where you keep their information, how long you intend to keep their information for and then how you intend to securely destroy or dispose of it. You need to do this for every type of information you hold.

Your data protection rights

Tell people about their data protection rights. Their rights will differ depending on your lawful basis for processing, so once you know this then you can select the relevant sections from the text in the template below to include in your Privacy Notice. The [lawful basis](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/) page of our Guide to the GDPR has a useful table that shows the varying rights that apply (and don’t apply) depending on the lawful basis.

How to complain

Tell people how to make a complaint to you here. Include the ICO’s address.



Include the date you completed the privacy notice.

‘XYZ’ Organisation Privacy Notice

**Our contact details**

Name:

Address:

Phone Number:

E-mail:

**What type of information we have**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* [Add to this list as appropriate]

**How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* [Add the reasons you collected personal information]

**[If applicable]** We also receive personal information indirectly, from the following sources in the following scenarios:

* [Add the source of any data collected indirectly and why you collected the information]

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [contact details]**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**What we do with the information we have**

We use the information that you have given us in order to [list how you use the personal information].

We may share this information with [enter organisations or individuals]

**How we store your information**

Your information is securely stored [enter location].

We keep [type of personal information] for [time period]. We will then dispose your information by [explain how you will delete their data]

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

**How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113