

Sample privacy notice

A **privacy notice** (also sometimes referred to as a privacy policy) is a key document which you must have if you collect, use or process personal data of European Union citizens.

Under the **EU General Data Protection Regulation (GDPR)**, you must provide this document:

- to inform people how you collect, process and use their personal data
- typically at the point of data collection
- in plain and clear language, accessible format, and free of charge

The GDPR sets out the specific information you must supply to individuals and when.

How to write a GDPR privacy notice?

If you collect personal data from the individuals themselves, you must include the following in your privacy notice at the time you obtain the data:

- the data controller's identity and contact details
- details of your data protection officer (if you are required to have one)
- the purpose and legal basis for data processing
- where the legal basis for processing is legitimate interest, what that interest is
- where the legal basis is consent, the right to withdraw consent at any time
- the existence of individual's rights (known as data subject rights)
- with whom you will share personal data (named parties or categories of recipients)
- whether you plan to transfer data to third countries and what safeguards will exist
- how long you will keep the personal data for (or details of your retention criteria)
- the right to lodge a complaint with the Information Commissioner's Office
- if there is a statutory or contractual requirement for the data subject to provide personal data, and if so, the consequences of failing to provide data
- if you intend to carry out any automated decision making (eg profiling), how you will make these decisions, their significance and possible consequences