

# Privacy Notice

## 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at [Link]

[Redacted text]

- [Redacted]
- [Redacted]

## 2. Why we need it

We need your personal data in order to provide you with the following services:

- [Redacted]

## 3. What we do with it

Your personal data is processed in [Company Office] located in [Country]. Hosting and storage of

[Redacted text]

## 4. How long we keep it

Under [Jurisdiction] law, we are required to keep your documents for [Time Period] according to the

[Redacted text]

Retention Policy] for more information on our personal data retention schedule.

## 5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the

[Redacted text]

In the event that you wish to complain about how we have handled your personal data, please

[Redacted text]

If you still feel that your personal data has not been handled appropriately according to the law, you

[Redacted text]

**Commented [EUGDPR1]:** This Notice may be published on the website, in the PDF form, or any other appropriate form.

If your company has multiple data processing activities, you will need to develop different notices based on this template, which will differ depending on the processing activity and the categories of personal data collected. For example, one Notice might be written for mailing purposes, and a different one for shipping purposes.

**Commented [EUGDPR2]:** Please insert the name of your company here.

**Commented [EUGDPR3]:** Insert the category of personal data

**Commented [EUGDPR4]:** Be as specific as possible - e.g. collection of email addresses for purpose of emailing special offers; collection of postal addresses in order to deliver the goods.

**Commented [EUGDPR5]:** Please enter the location of the

**Commented [EUGDPR6]:** Please enter the country of the

**Commented [EUGDPR7]:** Please insert the country where hosting/storage of personal data takes place.

**Commented [EUGDPR8]:** Insert the name of the jurisdiction

**Commented [EUGDPR9]:** Please insert a link to 04.6 Data Retention Policy.

**Commented [EUGDPR10]:** Insert the link to Data Subject Access Request Form.

**Commented [GDPR11]:** If you do not have this role, then insert

**Commented [EUGDPR12]:** Please insert the name and contact