

Example Privacy Notice for Website/Social Media

This template is provided for organisations to use to state clearly their privacy policy on their website and social media.

Data Protection law will change on 25 May 2018

The General Data Protection Regulations come into effect in the UK from 25 May 2018, replacing the Data Protection Act 1998.

This Privacy Notice sets out most of your rights under the new laws. As the Regulations come into effect and the Information Commissioners Office (ICO) update their rules and best practice, we will continually update this Notice.

Who we are

Include a brief description of your organisation

Collection of your Personal Information from our website

[Organisation name] may collect and use the following kinds of personal information through this website **(delete as appropriate)**:

- information about your use of this website including information obtained via cookies
- information that you provide during the use of our services/registration process/joining of our mailing lists, including your name, email address and telephone number for the purpose of making electronic bookings for services
- information about electronic bookings for services made via this website including dates, health information, times and locations of appointments
- information that you provide by joining our membership, including your name, address, email address, telephone number, bank account details and records of your membership fees payments
- information that you provide for the purpose of feedback on this website and on any service provided by [organisation name] and any other information that you send to [organisation name]

We are collecting data for the following reasons **(Delete as appropriate)**:

- We have your consent
- Processing is necessary for the performance of a contract or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in our organisation as Data Controller
- Necessary for the purposes of legitimate interests pursued by our organisation or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

If you have any questions about the collection and storage of your Personal Information please contact us at [insert contact name, email address/phone number]

Using Personal Information

[organisation name] may use your personal information to:

- enable your access to and use of the website to make electronic bookings for services
- publish your feedback on the website in a way that ensures your full name and personal data are not disclosed
- send you marketing communications including but not limited to newsletters, offers and promotions
- contact you for the purpose of discussing a booking, that you have previously made

Your information will be held confidentially. Occasionally we may need to disclose information to our Data Processor or sub-Processor. Where we need to do so, the

Data Processor or sub-Processor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, **[organisation name]** may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, national security and in order to establish, exercise or defend its legal rights.

Securing Your Data

[organisation name] will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will take reasonable technical and organisational precautions to store, process and transport all personal information you provide in a secure manner.

How long do we keep your personal data?

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so and may keep some other records for an extended period of time to follow best practice. For example, it is currently best practice to keep employment records for 5 years and financial records for a minimum of 3 years, to support HMRC audits.

Updating This Statement

[organisation name] may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes.

Your rights and your personal data

You have the right to access, correct, have erased, and object to processing your personal data. You can make any changes easily by telephone, email, or by post (see Contact Details below).

When exercising any of the rights, we may need to verify your identity for your security. Once we have received your request we will respond within one month. For the right to access there are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

We will confirm whether the data has been deleted or processing has stopped or the reason why this cannot be done (for example because we need it for our legitimate interests or regulatory purpose(s)).

You have the right to lodge a complaint with the Information Commissioner's Office.

Other Websites

This website contains links to other websites. **[organisation name]** is not responsible for the privacy policies or practices of any third party.

Contacting Us

If you have any questions about this Privacy Notice or your personal information, please contact us:

- by email to:
- by post to:

I have read and understood **[organisation name]** Data Privacy Policy. By proceeding, I consent to my personal data being collected and used as stated in this Privacy Notice *

Agree

The material in this document does not give a full statement of the law, nor does it reflect changes after April 2018. It is intended for guidance only and is not a substitute for professional advice. No responsibility for loss occasioned as a result of any person acting or refraining from acting on the basis of this material can be accepted by the author or by Advising Communities.

Further Information

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