### A black background with blue text AI-generated content may be incorrect.

### Template: Privacy Notice (Short Form)

A plain-language privacy notice any organisation can adapt.

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| --- | --- | --- | --- |
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## Change Log

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| --- | --- | --- | --- |
| **Date** | **Author** | **Change** | **Version** |
| 2025-09-06 | LucidSeal | Initial Version | v1.0 |

# Template: Privacy Notice (Short Form)

This short form is designed to show how privacy can be explained clearly and simply. It can be adapted for websites, apps, or community projects.

**💡 Tip for community use -** This is a short version.   
Always provide a link to your full Privacy Policy for more detail.

**We respect your privacy**.

Here’s what you need to know in simple terms:

|  |  |  |
| --- | --- | --- |
| What we collect | Why we collect it | How long we keep it |
| Only the details we need to provide our service (e.g., name, email). | To deliver the service or respond to you | Deleted when no longer needed or when you ask us to |
| Basic technical information (e.g., browser, device type, IP Address). | To keep the service secure and improve it | Anonymised or deleted within a set timeframe (e.g., 30 days) |

**You’re in control**

* You can ask to see, fix, or delete your information.
* We never sell your data.
* We only share when it’s required by law or essential to provide the service.
* No hidden tracking, no surprises.

Contact us  
📧 [Insert contact email]  
We’ll reply in clear language and within a reasonable time (e.g., 5 business days).