**Natalia Savancea (20210592) IT5013\_ Assessment 1: Practical Tasks: IT and Law**

**Part 1: Privacy Checklist**

1. **Compile & publish a comprehensive Private Policy agreement for website.**
2. **Privacy Policy to include:**

* **Applicable law**
* **Privacy principle applicable under Privacy Policy agreement.**
* Purpose of collection of personal information
* Source of personal information
* Collection of information from subject
* Manner of collection of personal information
* Storage and security of personal information
* Access to personal information
* Correction of personal information
* Limits on use of personal information
* Limits on disclosure of personal information

1. **Consent**
2. **Third-party data sharing practices- Shopify Integration & Google Analytics**

When working with third party companies as Shopify they have access to your users' data and personal information,

Privacy Policy accurately to Accurately reflect the agreement between your business and those third parties when it comes to third party information collection.

1. **Include passive tracking methods.**
2. **OPT OUT/ OPT IN**

Always give your users the option to opt-out of any marketing communications or make them must opt in explicitly. This makes it easy when it comes to consent and notice requirements because your customers will always be consenting to receive your communications.

1. **Include any behavioural advertising that the company carries.**
2. **Minor policy**
3. **Contact Details**

**How to apply Privacy Principle:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Principle** | **Consideration** | **Developer story/ perspective** | **User story/perspective** | **Compliance** |
| 1. | Purpose of Collection Of personal Information | We need contact details to be able to deliver our products & check if it was received | How can I ensure the website owner collect the data in accordance with the law all the information to fulfil order? | Story 1: Why do I need to give you my full name and contact details? Story 2: If I give you my address and pay you should just send me the product. | Include this principle in The Privacy Policy agreement  State the purpose of collection of data. Take reasonable steps to make sure that person concerned knows things like:   * Why it is being collected. * Who will get the information? * What will happen if the information is not provided.   Ensure that personal information (name, address, email) only when an order if placed. |
| 2. | Collection of Information from Subjects | We need personal information and device information to process orders, analyse out target audience and meet market demand | I need to collect personal and device data to understand client’s behaviour, how market works and help the business owner to update their offer to meet the market demand. | Story 1: I want to know if you collect data even if I do not order anything.  Story 2: Can I control What data you collect? | Include this principle in The Privacy Policy agreement  State all type of information the website collects.  Use automatic collection data Technology as: Cookies, Wed beacons.  Have links about how these collection data technology works. |
| **3.** | Access to Personal Information | The law requires to give users access to see what information we store about themselves. | How to ensure the website owner respects the law and give users access to what personal data they store. | I want to see what data information you have about me | Include this principle in The Privacy Policy agreement  Create tools for user to access their own data the website owner keeps.  Clear contact details  Specify Response Times |
| **4.** | **Correction of Personal Information** | The law requires to give users access to see what information we store about themselves. | How to ensure the website owner respects the law and give users access to what personal data they store. | I want to be able to modify my data | Include this principle in The Privacy Policy agreement  Create tools for user to access the personal information stored and updated at their own discretion.  Publish contact details and give time to resolve the request. |
| 5. | Limits on Disclosure of personal information | We disclose some personal information to third parties to process the order and for marketing purposed as specify in our website policy.  The law may require disclosing some information |  | Story 1: I want to know if you give my information to third parties and for what reasons.  Story2: I do not want you to sell my information to other websites and receive unwanted phone calls. | Include this principle in The Privacy Policy agreement  Disclose how the website share data with third parties and why.  Ensure data is not disclose to third parties in any other way and for no other reasons than specified in the privacy policy.  Ensure the applicable law is respected. |