Privacy Policy Analysis Template

\*\*Service:\*\* [Insert Service Name]

\*\*Category:\*\* [Insert Category]

\*\*Policy URL:\*\* [Insert Link]

\*\*Date Accessed:\*\* [Insert Date]

## 1. Data Collection

- What personal data is collected?  
- Is location, device, or behavioral data included?  
- Are cookies or trackers used?

## 2. Data Sharing

- Who is data shared with (advertisers, partners)?  
- Is there international data transfer?  
- Does the company use third-party processors?

## 3. User Rights

- Can users access their data?  
- Can users delete or correct their info?  
- Is data portability supported?

## 4. Opt-Out Options

- Can users opt out of tracking, marketing, or data sales?  
- How easy is the opt-out process?

## 5. Update Procedures

- How are users notified of policy changes?  
- Are there version histories or changelogs?

## 6. Clarity & Readability

- What grade level is the text?  
- Is the policy long or hard to follow?  
- Are there user-friendly summaries or visuals?

## Summary Matrix

|  |  |  |
| --- | --- | --- |
| **Feature** | **Yes/No** | **Notes** |
| Access Rights |  |  |
| Correction Rights |  |  |
| Deletion Rights |  |  |
| Data Sharing Stated |  |  |
| Data Portability |  |  |
| Opt-Out Available |  |  |
| GDPR/CCPA Mentioned |  |  |